POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: School of Psychology
Position Number: New
Type of Employment: Full time, Fixed Term until June 30, 2022
Classification: Professional Research HEW Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences (HABS) is a world-class Faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty presently consists of six schools and six research centres, viz.:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research (CYSAR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at [https://habs.uq.edu.au/](https://habs.uq.edu.au/)

**School of Psychology**

The School of Psychology is one of the most prestigious schools of psychology in Australia, with a strong reputation is built on excellence in both research and teaching. The School has thriving and dynamic research profiles in almost all areas of psychology and is able to attract visitors from overseas and other institutions in Australia. The School has collaborative relationships through cross-appointed staff with other schools in the University, thus creating opportunities for interdisciplinary research.

Information about the School may be accessed on the School web site at [www.psy.uq.edu.au/](http://www.psy.uq.edu.au/).

**Information for Prospective Staff**

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - [http://www.uq.edu.au/current-staff/working-at-uq](http://www.uq.edu.au/current-staff/working-at-uq)
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to provide research and administrative support for the UQ Lives Lived Well Substance Use Research Team. The Research Assistant will work with the Project leaders to implement project plans.

The role will ensure tasks are delivered on time and within budget. This includes coordinating the efforts of team members, consultants and key stakeholders (including school staff and non-government organisations (NGOs)) in order to deliver projects according to plan.

Duties

- Establish and maintain strong working relationships with UQ staff and key stakeholders on projects (including schools, government and NGOs) by promoting research projects.
- Recruit, assess, maintain contact with and follow up research participants according to the relevant research protocol.
- Conduct research assessments and follow-ups in a timely manner – via group/individual face-to-face survey administration, online surveys, phone calls, SMS, or emails.
- Develop research databases, enter data reliably and assist with statistical analyses.
- Proven experience with written communication in the area of publication preparation and write-up.
- Attend project meetings (as required), keep minutes, and follow up on action items in a timely manner.
- Assist in the preparation and follow-up of applications to Human Research Ethics Committees.
- Conduct systematic database searches and literature reviews.
- Complete processes associated with budgeted costs.
- The ability to follow and apply the Research Project Policies and Procedures and Publication Guidelines across all UQ projects.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university.
- Ensure project documents are complete, current, and stored appropriately.
- General administration duties.
- Any other duties as reasonably directed by your supervisor.
Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The University’s Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

Organisational Relationships

This position will be located in the UQ School of Psychology. The Research Assistant will report to the Chief Investigator and directly report to the Project Coordinator for supervision, workload management, and performance planning and review. Performance expectations will be clearly outlined as part of the performance planning and review process.
SELECTION CRITERIA

Essential

- An undergraduate degree in psychology, behavioural science, or a related discipline.
- Possess a current and valid Blue Card, or be able to obtain a Blue card prior to commencement.
- An interest in and experience of working with young people, substance use, mental ill-health, mental wellbeing and eHealth.
- Knowledge of and competence in statistical analyses, data management and analyses packages (e.g. SPSS), and the ability to learn new procedures.
- High levels of written and oral communication skills and evidence of developing communication through social media channels.
- High level of computer proficiency with experience using MS Word, MS Excel, PowerPoint and EndNote.
- Strong organisational skills including the ability to prioritise a range of tasks, problem solve independently, show a high attention to detail and meet deadlines.
- Dedication to subject confidentiality and research ethics, particularly with respect to identified subject data of a sensitive nature.

Desirable

- An honours degree in psychology, behavioural science, or a related discipline.
- Knowledge of quantitative and qualitative research methods and analyses.
- Knowledge of the substance use, mental health and resilience research literature, particularly focused on youth.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to habs-hr-advisory@uq.edu.au.