POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: Child Health Research Centre
Position Number: New
Type of Employment: Fixed Term, Part Time (0.3 FTE), until 31 December 2018
Classification: 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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

UQ Child Health Research Centre

Established in 2015, the UQ Child Health Research Centre (UQ-CHRC) brings together some of UQ’s leading researchers to tackle global challenges in child and adolescent health. With research in nutrition and growth, respiratory disease, allied health, environmental health, burns, infectious diseases, cerebral palsy, rehabilitation and child and youth mental health and more, the centre is making a difference to the health of children everywhere.

The UQ-CHRC is co-located with research centres from Children’s Health Queensland and Queensland University of Technology (QUT) in the recently completed Centre for Children’s Health Research CCHR), a $134 million purpose-built research facility adjacent to the Lady Cilento Children’s Hospital.
Information relating to the activities of CHRC may be found at https://child-health-research.centrest.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

DUTY STATEMENT

Primary Purpose of Position

The Centre for Children’s Burns and Trauma Research within the Children’s Health Research Centre co-ordinates a range of clinical studies focussing on paediatric burns and trauma. This position will be responsible for the recruitment of children, clinical study visits, follow-up phone calls, data collection and data entry for a multi-centre project “Understanding burn injury in Aboriginal and Torres Strait Islander Children”.

Duties

Duties and responsibilities include, but are not limited to:

- Liaising with clinical and administration staff in the paediatric burns outpatient unit with respect to the identification of potentially eligible participants
- Organising and performing clinical study assessments
- Data collection via questionnaires
- Retrieving data from medical records and hospital databases
- Entry of study data into the study’s electronic Master Database
- Addressing data queries/errors
- Following up participants via telephone calls as per the Study Protocol and Standard Operating Procedures
- Performing all study procedures according to Good Clinical Practice principles
- Ensuring the appropriate filing and security of study records
- Participating in regular weekly team meetings
- 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 reports to Dr Bruce Wyse, Centre Manager, UQ Child Health Research Centre, with a functional reporting line to Dr Bronwyn Griffin, Honorary Research Fellow, UQ Child Health Research Centre.

SELECTION CRITERIA

Essential

• Qualifications and training equivalent to an undergraduate degree in health, nursing or related field; or an equivalent combination of relevant experience and/or education/training.

• Relevant clinical experience in research, ideally in paediatrics and/or Aboriginal and Torres Strait Islander.

• A current blue card for working with children.

• Demonstrated ability to communicate effectively and with respect when working with families and their children, particularly regarding all aspects of study procedures

• Demonstrated clinical experience in the hospital setting

• Demonstrated ability to respect and maintain the privacy and confidentiality of personal information

• Demonstrated experience in working in a multi-disciplinary team

• Ability to work under minimal supervision and in accordance with institutional and study specific policies and procedures

• Highly motivated, well organised individual with good communication skills.

• Excellent time management skills and ability to work under pressure and to timelines

• Enthusiasm for working in research in the health care sector, particularly in the area of paediatric burns and/or Aboriginal and Torres Strait Islander people.

• Excellent reliability and attention to detail

• Team player, willing to learn and grow in a supportive, collaborative environment.
**Desirable**

- Current registration with the Australian Health Practitioners Agency (nursing or allied health).
- An understanding of, or training in, Good Clinical Practice Guidelines that apply to clinical research.

The University of Queensland is committed to the positive and authentic inclusion of Aboriginal and Torres Strait Islander people in the life of the University and recognises the value and significance of Aboriginal and Torres Strait Islander peoples in achieving and maintaining a diverse, principled and ethical scholarly community. Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.