POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: RECOVER Injury Research Centre
Position Number: 3034759
Type of Employment: Full Time, Fixed Term to 31 December 2018
Classification: HEW Level 6

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 Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventive health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes:

- 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)
Recover Injury Research Centre

Recover is a leading Australian research centre and is a joint initiative of The University of Queensland, and the Queensland Motor Accident Insurance Commission. Research generated in Recover informs policy and clinical practice to improve the health, psychological, social, vocational and economic outcomes of people with injuries and disabilities following motor vehicle accidents.

The Centre’s research supports the Motor Accident Insurance Commission’s key objectives of an affordable and viable Compulsory Third Party Insurance scheme, better health outcomes, community engagement and participation, and a positive claimant experience.

Recover has three primary research themes: Improving the delivery and availability of evidence-based services; Designing better therapies; and Facilitating return to pre-injury functioning.

More information about the Recover Injury Research Centre can be found at http://www.recover.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 primary purpose of this position is to provide research support for the Designing Better Therapies Program, Recover Injury Research Centre. Professor Michele Sterling leads this research area in RECOVER and is Director of the NHMRC Centre of Research Excellence in Recovery after Road Traffic Injuries.

Duties

Duties and responsibilities include, but are not limited to:

- Recruitment of research participants, which may be via primary care practices (medical and physiotherapy), hospital departments, advertisement and social media.
- Coordinate ethical applications.
- Establish and maintain trial databases.
- Manage data collection for clinical trials and tracking of project participants.
- Coordinate the treating community health care providers and interstate research collaborators.
- Conduct literature reviews using relevant technologies.
- Accurately collate and present data obtained in the course of research.
- Prepare documents as required in consultation with the Program lead/other relevant academic staff.
- Attend and contribute to technical meetings with research team members and industry partners.
- Apply the Research Project Policies and Procedures and Publication Guidelines across all UQ projects.
- Other duties related to the research projects as required.

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 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

The position reports to Professor Michele Sterling.
SELECTION CRITERIA

**Essential**

- A degree with subsequent relevant research experience (research project) in physiotherapy or cognate clinical discipline; or an equivalent combination of relevant experience and/or education/training.
- Experience with clinical trial research including participant recruitment, follow-up, data entry and communication with trial health care providers.
- Excellent and effective interpersonal and oral communication skills, both over the phone and in face to face situations.
- High level of oral and written communication skills with attention paid to accuracy and detail.
- Proficiency in the use of computer packages for word processing, data storage and retrieval, e-mail, spreadsheets and other administrative activities.
- Demonstrated skills in data analysis and critical assessment of operational procedures, requiring accurate record keeping and attention to detail.
- Ability to work collaboratively with colleagues and research collaborators.
- Ability to operate independently within a framework and guidelines established within the Centre, exercising initiative and judgement as appropriate.
- Clinical practice experience in a related health sciences discipline.

**Desirable**

- Prior experience in performing literature reviews.
- Understanding/working knowledge of SPSS or SAS statistical packages.

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 Lloyd Swift, HR Advisor, Faculty of Health and Behavioural Sciences on habs-hr-advisory@uq.edu.au.