Appointment of
Research Assistant
SCHOOL OF NURSING, MIDWIFERY AND SOCIAL WORK
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Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

School of Nursing Midwifery and Social Work

The School of Nursing, Midwifery and Social Work (NMSW) was established in 2015, as a result of the merging of the School of Nursing and Midwifery and the School of Social Work and Human Services. The School is a leader in the study of nursing, midwifery, social work and counselling, demonstrating excellence through innovative, creative, and dynamic teaching and research, in a vibrant, interdisciplinary, and engaging environment. The School is committed to conducting academic, research and community partnership programs that are recognised for their excellence in contributing to health and well-being in the community. The School is responsible for a range of pre-registration/pre-qualifying programs including the Bachelor of Social Work, Bachelor of Nursing, Bachelor of Midwifery, Bachelor of Nursing/Bachelor of Midwifery dual degree, Master of Nursing Studies, Master of Social Work Studies and the Master of Counselling degrees. It has extensive, well-established partnerships in the hospital, health care, social welfare and disability sectors and a developing cohort of research higher degree students.

In the most recent Shanghai global rankings by subject area nursing at the University of Queensland (UQ) was ranked 4th in the World. In the most recent Excellence in Research Australia (ERA) ratings UQ received the maximum rating of 5 (“Well above World Standard”) in the two fields - 1110 (Nursing, including midwifery) and 1607 (Social Work) of direct relevance to the School. UQ was the only Australian University to achieve that rating in the discipline of social work. Further details about the School and its activities may be accessed on the School’s web site at nmsw.uq.edu.au
Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences 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 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
- National Centre for Youth Substance Use Research (NCYSUR)
- 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 habs.uq.edu.au.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available on the website.
Role of the Research Assistant

Primary purpose of the position
The successful applicant will work as a member of the Enhancing Children’s Journey Through Out-of-Home Care research team. This project is led by Professor Karen Healy with a team in the School of Nursing, Midwifery and Social Work and in collaboration with the Institute for Social Science Research. The project involves the qualitative longitudinal study of children's experiences in Out-of-Home Care and that of their carers and birth parents. The Research Assistant will have a key role in community consultation and engagement with Aboriginal and/or Torres Islander children and their carers and birth families. The incumbent will also assist the team in maintaining a culturally safe and inclusive research environment.

The successful applicant will work as part of a research team to apply technical skills or experience in areas related to the project and will be responsible for day-to-day project administration. They will also contribute to data collection, analysis and dissemination. The incumbent will receive broad direction from the Chief Investigators undertaking work associated with the research project.

Duties
Duties and responsibilities include, but are not limited to:

• Coordinate participant recruitment, data collection and client management procedures
• Provide effective project coordination, particularly in community consultation and engagement with Aboriginal and/or Torres Strait Islander children, carers and birth parents as participants, adhering to appropriate cultural protocols
• Devise and implement methods to enhance research participant recruitment, retention and management.
• Coordinate surveys, observations or data collection with research participants.
• Design and conduct standard qualitative research data collection in the form of case studies, questionnaires and interviews;
• Provide support for team members to conduct data collection and analysis in a culturally respectful manner;
• Liaise with and build relationships with Aboriginal and/or Torres Strait Islander communities and our industry partners;
• Maintain accurate and current records of participant recruitment, assessment and treatment in research databases;
• Prepare reports resulting from data collection.
• Evaluate and interpret the results for presentation to the Chief Investigators.
• Provide day-to-day project management, including working with the project administrator to maintain participant and research data bases, undertake meeting minute taking (on rotation) and other project management tasks as required.
• Drafting of research papers and publications.
• Work collaboratively and effectively with advisory teams and participate in project meetings with industry partners.
• Perform a range of administrative functions as required.
• Any other duties as reasonably directed by supervisor.

Other
Ensure you are aware of, and comply with, legislation and University policy relevant to the duties undertaken, including:
• The University’s Code of Conduct: ppl.app.uq.edu.au/content/150.01-code-conduct
• Requirements of the Queensland Work Health and Safety legislation and related responsibilities and procedures developed by the University: uq.edu.au/ohs/index.html?page=133956
• The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University sustainability responsibilities and procedures: sustainability.uq.edu.au/policies-and-procedures/responsibilities
• 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: ppl.app.uq.edu.au/content/3.30.13-esos-compliance-commitment

Organisational relationships
The position reports to Professor Karen Healy, School of Nursing, Midwifery and Social Work.
Selection criteria

Essential

• Completion of a degree (or higher) with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
• Demonstrated experience in conducting qualitative research including interviewing, analysis and interpretation, and reporting;
• Experience in maintaining accurate records including data entry, extraction, analysis, monitoring and data cleaning.
• Demonstrated ability to work autonomously and collaboratively as part of a team.
• Strong organisational and time-management skills, including the ability to prioritise own workload, to work consistently and with flexibility within busy schedules, and to meet deadlines on time and within budget.
• Experience in research or working with Aboriginal and/or Torres Strait Islander communities.
• Capacity to travel, as required, to regional sites for research purposes.

Desirable

• Knowledge of the Out of Home care sector in Queensland;
• Experience in research or working with children, carers and/or birth families
• Experience with qualitative software (preferably NVIVO) or willingness to undertake qualitative software training provided by the project.

Additional criteria

The University of Queensland considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under s 25 of the Anti-Discrimination Act 1991(Qld) and the filling of this position constitutes a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth) and s 105 of the Anti-Discrimination Act 1991(Qld).

The position is therefore only open to Australian Aboriginal and/or Torres Strait Islander people.

Successful candidates are required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.
Additional information
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 for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.

Working with children
It is a condition of employment for this role that the successful candidate be in possession of, or have capacity and willingness to obtain, a Blue Card and Yellow Card and complete a criminal history check no later than 1 February 2021.

Vaccinations and immunisation
It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.
What we can offer

This position is a part-time (0.8 FTE), fixed-term position for 3 years at HEW Level 6. The full-time equivalent base salary at HEW level 6 will be in the range range of $79,200 – $85,067, plus super of up to 17%. The total package will be in the range 92,664 – $99,528.

You will be able to take advantage of UQ Fitness Passport, recreation leave loading (of 17.5%), salary sacrificing options, discounted private health insurance, development programs and many other benefits.

For further information, please review The University of Queensland’s Enterprise Bargaining Agreement 2018–2021.

How to apply

All applicants must supply the following documents through the UQ Careers portal:

- Cover letter, addressing the selection criteria; and
- CV/Resume.

To satisfy pre-requisite questions and ensure your application can be considered in full, all candidates must apply via the UQJobs portal by the job closing deadline. Applications received via other channels including direct email will not be accepted.
The University of Queensland

For more than a century, The University of Queensland (UQ) has maintained a global reputation for creating positive change by delivering knowledge leadership for a better world. UQ ranks among the world’s top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (31), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (39), QS World University Rankings (46), Academic Ranking of World Universities (54), and Times Higher Education World University Rankings (62).

At UQ, we’re changing the way higher education is imagined and experienced. Our students enjoy innovative and flexible learning options, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment. More than 55,300 students, including the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students, study across UQ’s three beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include more than 19,900 postgraduate and approximately 20,200 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ’s 280,000 graduates are an engaged network of global alumni spanning more than 170 countries, and include more than 15,400 PhDs.

UQ’s six faculties, eight globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 1500 scientists, social scientists and engineers who champion research excellence and continue UQ’s tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (419 awards worth over $290 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than $22 billion.

UQ is one of only three Australian members of the global Universitas 21; a founding member of the Group of Eight (Go8) universities; a member of Universities Australia; a member of the Association of Pacific Rim Universities (APRU); and one of only three Australian charter members of the prestigious edX consortium, the world’s leading not-for-profit consortium of massive open online courses (MOOCs).

UQ employs more than 7200 academic and professional staff (full-time equivalent) and has a $2.19 billion annual operating budget.

Governance

The University is governed by a 22-member Senate representing University and community interests. Senate is led by a Chancellor and Deputy Chancellor. The Senate has delegated to the Vice-Chancellor many of its powers under the University of Queensland Act 1998 to appoint staff, manage and control University affairs and property, and manage and control finances (uq.edu.au/about/governance).

UQ employs more than 7200 academic and professional staff (full-time equivalent) and has a $2.19 billion annual operating budget.
Working at UQ

The University of Queensland (UQ) employs more than 6,600 academic and professional staff. UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. All of UQ’s work is based around its values of the pursuit of excellence, creativity and independent thinking, honesty and accountability, mutual respect and diversity and supporting our people. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years. Our vision is to build a strong sense of belonging in an inclusive UQ that works respectfully with Aboriginal and Torres Strait Islander students, staff and communities in teaching, learning, research and collaboration – embracing and enhancing the best of our nation’s and the world’s diversity.

UQ is committed to Aboriginal and Torres Strait Islander peoples’ learning, discovery and engagement and the ongoing employment, career development, support and retention of Aboriginal and Torres Strait Islander peoples. The University’s Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported by the Aboriginal and Torres Strait Islander Employment Strategy 2019-2022 and the development of a Reconciliation Action Plan.

The UQ Strategic Plan commits to:
• strive for the personal and professional success of our Aboriginal and Torres Strait Islander students, staff and alumni;
• positively influence society through knowledge;
• support and develop inspirational leadership; and
• advance ideas that benefit the wider community.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:
• flexible working culture, with access to a range of flexible working arrangements;
• cultural leave for Aboriginal and Torres Strait Islander staff;
• access to services on campus, including childcare centres;
• health and wellbeing initiatives; and
• opportunities to connect with staff networks, such as the Aboriginal and Torres Strait Islander Staff Network and the UQ Ally Network.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at: staff.uq.edu.au/information-and-services/human-resources
Cultural Support at UQ

Workplace Diversity and Inclusion provides information and support to staff and prospective staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity. The Indigenous Employment Team is responsible for the development and implementation of the Aboriginal and Torres Strait Islander Employment Strategy 2019–2022 which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

**Grow:** Position UQ as an employer of choice for Aboriginal and Torres Strait Islander peoples in all levels and areas of the University.

**Develop:** Provide access to career development opportunities for Aboriginal and Torres Strait Islander staff.

**Respect:** Develop a workplace that values the contribution and positive difference that Aboriginal and Torres Strait Islander staff provide.

Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

The Pro-Vice-Chancellor (Indigenous Engagement) is responsible for leading the implementation of UQ’s first Reconciliation Action Plan and strengthening leadership within the University in relation to Indigenous Engagement, as well as building links with the community. The Aboriginal and Torres Strait Islander Studies (ATSIS) Unit strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ’s learning, discovery and engagement activities and supports students from pre-enrolment through to graduation.

UQ’s Aboriginal and Torres Strait Islander Staff Network provides a regular opportunity to get together, share stories, make connections and yarn about how UQ can keep developing as an employer of choice for Aboriginal and Torres Strait Islander peoples. There is also a network newsletter that promotes UQ jobs, training and development opportunities and useful tips, and enables us to share achievements from our community.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our current staff website.

*Brisbane River pattern from A Guidance Through Time created by Quandamooka artists, Casey Coolwell and Kyra Mancktelow*
Further information

General information on the University is available through the University’s website: uq.edu.au

Other documents which you may wish to refer to include:

• Annual Report:
  uq.edu.au/about/annual-reports

• Governance:
  uq.edu.au/about/governance

• Key statistics:
  pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx

• Organisation chart:
  uq.edu.au/about/docs/org-chart.pdf

• Research at UQ:
  research.uq.edu.au

• Strategic Plan 2018–2021:

• UQ Global Strategy:
  global-strategy.uq.edu.au