POSITION DESCRIPTION

Position Title: Research Assistant

Organisation Unit: Acquired Brain Injury in Children Program, Child Health Research Centre.

Position Number: 3033243

Type of Employment: Part Time (0.5 FTE), 2 years fixed term

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://un quest.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.

**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.centre.uq.edu.au/.

**The Acquired Brain Injury in Children program (ABiC)**

ABiC is a new program within UQ-CHRC. It is closely linked with the Queensland Cerebral Palsy and Rehabilitation Research Centre (QCPRRC) within the Faculty of Medicine, The University of Queensland (UQ), and a research program for the Department of Paediatric Rehabilitation situated within the Lady Cilento Children’s Hospital. It is closely linked with clinical services provided at the Lady Cilento Children’s Hospital, providing research leadership to the state-wide Queensland Paediatric Rehabilitation Service (QPRS) and the Queensland Children’s Motion Analysis Laboratory (QCMAL). This program focuses on improving the lives of children with acquired brain injury, especially Traumatic Brain Injury.

ABiC has links and collaborations with the University of Queensland, the UQ Centre for Clinical Research (UQCCR) and the Queensland Brain Institute. ABiC collaborates nationally and internationally in concussion research.

ABiC is setting up a new kids concussion research program including a KidStim lab at CHRC in 2018, bringing neuromodulation therapies to children in Queensland. There are a variety of research projects in TBI and concussion. This role is part of a newly funded research project adapting practice guidelines for the management of concussion in children into clinical pathways using novel methods and technologies. This role will be integral in the planning and conduct of the project in collaboration with stakeholders involved in the clinical care and support of children with concussion.

**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

Under broad direction, the primary purpose of the position is instrumental in implementation of a project focused on “Uptake, Outcomes and Health Care Impacts of a Patient-driven Technology-Assisted Clinical Care Pathway for Children with Concussion. Driven by the ABIC Research program at CHRC, this role will provide project operational and administrative support, with close working relationships with researchers, clinical and professional staff, research students and families of children and youth participating in the research project.

This position is physically based at the Centre for Children’s Health Research next to the Lady Cilento Children’s Hospital, South Brisbane.

Duties

Duties and responsibilities include, but are not limited to:

Project Coordination

- Contribute to research planning and conduct, with a high degree of independence
- Coordinate all assessments and intervention episodes for the project, including facilitation and/or conducting interviews (telephone or face-to-face) with children/families, healthcare professionals, and other stakeholders and being a point of contact for questions and direction. An essential part of this role is to conduct interviews and obtain positive and negative feedback on proposed clinical pathways and work with stakeholders to identify potential solutions to perceived obstacles.
- Oversee and monitor recruitment of children to the study, utilising metrics.
- Liaise with various stakeholders involved in the project, to ensure open and clear communication for the completion of project-related tasks.
- Liaise with Queensland Health to elicit clinical or procedurally important barriers and facilitators to implementing the clinical pathway.

Data Collection and Record Management

- Data collection (e.g., interviews and focus groups with participants and families) and management, including but not limited to designing and constructing research interview, establishment and maintenance of research project databases, data entry, data cleaning and monitoring as well as preparing reports resulting from data analysis. Work in partnership with multidisciplinary research staff and research higher degree students regarding data collection, cleaning and management.
- Maintain a high standard of record keeping, communication and consultative skills to work effectively with children, parents/carers, multi-disciplinary team members, other health professionals and agencies in order to meet research goals, within ethical standards.

Regulatory Affairs

- Support ethics submission and updates for the project including amendments to document, with clear version control and paper trail.
Reporting

- Report to the project lead on any issues related to implementation of the research program, ethical considerations, progress of data collection, compliance of research participants and/or families, implications for changes in best clinical practice (where appropriate to discipline), and any constraints arising within the research project.
- Provide progress reports / study updates to key project team, as defined.
- Provide data for reporting on research outcomes.

Other

- Other duties as reasonably directed by your supervisor.

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

The position reports to the Associate Professor Karen Barlow, Chair in Paediatric Rehabilitation, CHRC.

SELECTION CRITERIA

Essential

- Completion of an undergraduate degree with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Eligibility to work with children: applicants should hold or be eligible to hold a Blue Card, or have current Australian Health Practitioner Regulation Agency (AHPRA) registration.
- Experience in research and project management preferably in a research and/or clinical setting.
- Experience working in a multidisciplinary research team.
- Excellent interpersonal and diplomatic skills including the ability to communicate sensitively and effectively with stakeholders at all levels of the research and health care systems, including children and families.
- Knowledge of ethics processes and governance documentation.
- Excellent written communication skills.
• Excellent organisational skills, including the ability to prioritise own workload and exercise initiative and judgment as appropriate, and work in a flexible and dynamic environment with competing priorities to meet deadlines.

Desirable

• Completion of an undergraduate degree in field of allied health, nursing, health science, public health or directly related field.

• High level knowledge of Emergency Department, healthcare, and knowledge translation.

• Knowledge of the use of a wide range of computer applications in a network environment (particularly Microsoft Outlook, Word, Excel, PowerPoint, Endnote, REDCAP) in a large- to medium-sized organisation, or the demonstrated ability to rapidly acquire such knowledge.

• Knowledge of the Queensland Hospital and Health Services’ (Children’s Health Queensland) administrative systems, procedures and practices.

• Experience in paediatric concussion management.

• Ability to evaluate, interpret and report on results from research assessments to Chief Investigators.

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 part-time position, flexible working arrangements may be negotiated.

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