POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: Child Health Research Centre, Faculty of Medicine
Position Number: NEW
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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 Spinifex 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 Queensland Children’s Hospital.
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 Queensland Children’s Hospital. It is closely linked with clinical services provided at Queensland 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 (TBI).

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. There are a variety of research projects in TBI and concussion. This role is part of a newly funded observational project to ascertain what healthcare resources are being used by children with traumatic brain injury (TBI) in relation to their background and needs, and assess the barriers to recommended care. This role will be integral in collecting the data from parents/children followed by the Queensland Paediatric Rehabilitation Service.

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 the position is the qualitative aspect of the project through the collection of injury, psychosocial and demographic data from parents and children on the QPRS database, delivering high quality data output for analysis. This role will also support the quantitative aspect of the project, with generation of clean and high quality data for statistical analysis and reporting.

Duties

Duties and responsibilities include, but are not limited to:

Participant enrolment and liaison

- Review the QPRS database to identify families for the project
- Contact and recruit suitable families, proving the required information and consenting accordingly
- Address questions and concerns from families or direct them to the appropriate service
Data collection and cleaning

- Perform interviews with health care professionals, patients and families, and Queensland Health Department to elicit clinical or procedurally important barriers and facilitators accessing health services
- Administer outcome measure questionnaires and checklists to collect function data from patients and families
- Perform data cleaning activities to ensure high quality datasets for analysis
- Support data analysis tasks as required

Reporting

- Provide data and status reports and present information in team meetings as required
- Support final reporting activities with content input and review

Project Administration

- Support project coordination activities with project timeline updates and tracking, and clear documentation and filing with version control
- Support ethics submission and approval process
- Coordinate schedule of project activities
- Provide administrative support to the team, including minutes from team meetings
- 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 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 Associate Professor Karen Barlow, Chair in Paediatric Rehabilitation, UQ-CHRC.
SELECTION CRITERIA

*Essential*

- Have 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 in a healthcare/clinical setting
- Experience in producing high quality data through excellent data collection and cleaning
- Experience working in a multidisciplinary research team, with the ability to work independently
- 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.
- Excellent interpersonal skills including the ability to communicate effectively with stakeholders at all levels of the research and health care systems, including children and families.
- Excellent interpersonal skills including the ability to communicate effectively with families and other stakeholders by telephone, email and in person
- 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.
- Commitment to upholding the University’s values, and with the outstanding personal qualities of openness, respectfulness and integrity

*Desirable*

- In process of obtaining MPhil in field of allied health, health science, public health or directly related field.
- Ability to evaluate, interpret and report on results from research assessments to Chief Investigators.
- Knowledge of the Queensland Hospital and Health Services’ (Children’s Health Queensland) administrative systems, procedures and practices.

**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.
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 (0.5 FTE) position.

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