POSITION DESCRIPTION

Position Title: Senior Research Assistant
Organisation Unit: Royal Brisbane Clinical Unit, School of Clinical Medicine
Position Number: To be confirmed
Type of Employment: Part time (0.6 FTE), Fixed term 12 moths
Classification: HEW Level 7

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 (41), the US News Best Global Universities Rankings (45), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ secured a greater share of Australian Research Council grants in 2016 than any other university nationally. The University's Life Sciences broad 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 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 14,000 postgraduate scholars and more than 13,000 international students from 141 countries, adding to its proud 250,000-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 six 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, agriculture, 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 $13billion+ (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.

School of Clinical Medicine

The School of Clinical Medicine has a strong focus on the delivery of both phases of the Medicine program across a number of sites within the Brisbane metropolitan area, including but not limited to, the Royal Brisbane and Women’s Hospital, Herston; the Princess Alexandra Hospital, Woolloongabba as well as QE2 and Redlands Hospitals; the Prince Charles Hospital, Chermside as well as Redcliffe and Caboolture Hospitals; Mater and Lady Cilento Childrens Hospitals, South Brisbane; Ipswich Hospital, Ipswich; Greenslopes Private Hospital, Greenslopes; Wesley and St Andrew’s Hospitals, Brisbane; the Primary Care Clinical Unit, Herston and the St Lucia Campus. Leadership at each site is provided by an experienced academic with responsibility for budget and financial matters, human resource
matters and facility management. The School consists of academic staff members across all clinical disciplines and more than 2500 academic title holders.

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

The primary purpose of the Senior Research Assistant in Chronic Kidney Disease (CKD) Surveillance is to support the CKD.QLD Registry and Database Study ([www.ckdqld.org](http://www.ckdqld.org)), focusing on associated Registry activities. It is responsible for meeting the objectives as set by the Director of the Centre for Chronic Disease which may include specific research tasks, preparation of reports and assistance with data analysis.

Duties

Duties and responsibilities include, but are not limited to:

Research support

- To be the person of contact for any Registry related activities
- Communication with all the renal sites participating in the Registry
- Oversight of Ethical and Governance communication and reporting requirements
- Facilitation and coordination of site Registry data collection activities
- Site support of Registry activities, inclusive of travel for site visits, as required
- Support of annual reports for each site according to predefined guidelines
- Providing advice to researchers on the Queensland Health environment in provision of care to patients with CKD
- Assisting research staff and students with Registry reporting activities
- Facilitate meetings/communication forums, with event management, as needed
- Represent the Registry research collaborative to key stake holders and at local, state and national meetings, as indicated
- Any other duties as reasonably directed by the Director

Administration

- Assisting with the preparation of research grant applications as required
- Assisting with the preparation of abstracts and manuscripts as required
- 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

The position reports to the Director, Centre for Chronic Disease and Chair, CKD.QLD Collaborative.
SELECTION CRITERIA

Essential

- Postgraduate qualifications or progress towards postgraduate qualifications in Nursing, other Health Sciences and/or Science; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training, including qualifications and/or training in clinical renal practice and research
- Ability to prepare and submit ethics and governance applications, with support of Registry Principal Investigators
- Ability to interpret and apply policies and procedures
- Experience in the use of a wide range of computer applications in a network environment (particularly Microsoft Office)
- Excellent interpersonal skills including the ability to communicate effectively with key stakeholders, research colleagues, health practitioners and patients, by telephone, email and in person
- Availability to travel both within Queensland and Interstate, to support Registry activities eg site visits
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable

- Renal specialty knowledge, with experience of Queensland Health Renal Services highly regarded

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.