



Australian  
National  
University

# Position Description

<b>College/Division:</b>	ANU College of Health and Medicine
<b>Faculty/School/Centre:</b>	Research School of Population Health
<b>Department/Unit:</b>	National Centre for Epidemiology and Population Health (NCEPH) / National Centre for Aboriginal and Torres Strait Islander Wellbeing Research
<b>Position Title:</b>	Postdoctoral Fellow/Research Fellow
<b>Classification:</b>	Academic Level A/B
<b>Position No:</b>	TBC
<b>Responsible to:</b>	Prof Raymond Lovett (Ngiyampaa (Wongaibon)) Assoc. Prof Lisa Whop (Wagadagam) Dr Raglan Maddox (Bagumani (Modewa) Clan) Dr Katherine A. Thurber Dr Rosemary Wyber
<b>Positions reporting to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	Nil

## PURPOSE STATEMENT:

We are recruiting Postdoctoral Fellows/Research Fellows to work across a number of projects within the newly formalised National Centre for Aboriginal and Torres Strait Islander Wellbeing Research. The Centre comprises Aboriginal and Torres Strait Islander (and non-Indigenous) academic and professional staff and a vibrant study body; members of the Centre are enthusiastic about nurturing, mentoring and continuing to learn.

The new team member(s) will contribute to research that directly informs programs and policies of tangible benefit to Aboriginal and Torres Strait Islander peoples across Australia. They will engage with leading scholars in Aboriginal and Torres Strait Islander health and wellbeing research, as well as external community and policy partners.

This is an exciting opportunity to join a dynamic and impactful team at Australia's national university. One of ANU's defining roles is to contribute to improving the health and wellbeing of Indigenous peoples. You will gain experience working in a world class institution in the collection, analysis and interpretation of data and dissemination of research findings.

The new Centre is uniquely placed to make a meaningful contribution to improving Aboriginal and Torres Strait Islander health and wellbeing. The Centre objectives include:

- Upholding Aboriginal and Torres Strait Islander leadership, governance and ways of knowing, being and doing.
- Conducting high quality health and wellbeing research of local, national and international significance.
- Informing programs, policy and practice in local, state/territory and national jurisdictions.
- Building and delivering a training and education program reflecting Aboriginal and Torres Strait Islander health and wellbeing priorities, focused on community capability, policy makers, and undergraduate and postgraduate students.

Located in the National Centre for Epidemiology and Population Health (NCEPH), the National Centre for Aboriginal and Torres Strait Islander Wellbeing Research is well placed to conduct meaningful and transformative health research that delivers on the priorities of Aboriginal and Torres Strait Islander communities.

The Postdoctoral Fellow/Research Fellow will contribute to cutting-edge innovative and multidisciplinary research in areas of Aboriginal and Torres Strait Islander wellbeing, in partnership with Aboriginal and Torres Strait Islander individuals, communities, and organisations. Postdoctoral Fellows/Research Fellows will be expected to be organised, reliable and work with limited supervision. Some domestic travel may also be involved. This position will allow for further development in research, evaluation and implementation of

programs, as well as opportunities to pursue independent research. Some domestic travel may also be involved.

## KEY ACCOUNTABILITY AREAS:

### Position Dimension & Relationships:

The Postdoctoral Fellow/Research Fellow will report to a Senior Academic within the Centre for Aboriginal and Torres Strait Islander Wellbeing Research and will work collegially with other staff in NCEPH, across the University and external stakeholders. The Postdoctoral Fellow/Research Fellow will be supported to develop and maintain highly effective relationships with range of government, non-government and community health organisations, and contribute to collaborative research and teaching within NCEPH.

### Role Statement:

#### Postdoctoral Fellow, Academic Level A

Specific duties required of a **Level A Academic** may include:

- independent data management and analysis, or under limited supervision as a team member
- the conduct of research under limited supervision either as a member of team, or where appropriate, independently, and the productions or contribution to the production of conference and seminar papers and publications from that research;
- involvement in professional activities including, subject to availability and funding, attendance at conferences and seminars in the field of expertise;
- limited administrative functions primarily connected with the area of research of the academic;
- development of research-related material for teaching or other purposes with appropriate guidance from other staff;
- occasional contributions to teaching and presentations in relation to their research project(s);
- provision of advice to postgraduate students within the field of the staff member's research;
- compliance with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity; and,
- other duties as allocated by the supervisor, consistent with the classification of the position.

#### Research Fellow, Academic Level B

Specific duties required of a **Level B Academic** may include:

- the conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research;
- supervision of research-support staff involved in the staff member's research;
- guidance in the research effort of junior members of research-only academic staff in his/her research area;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- administrative functions primarily connected with his/her area of research;
- occasional contributions in the teaching program within the field of the staff member's research;
- co-supervision, or where appropriate supervision, of honours or postgraduate research projects within the field of the staff member's area of research;
- attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and/or membership of a limited number of committees;
- complying with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity; and
- other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

#### Skill Base

A **Level A Academic** will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or research experience. In many cases a position at this level will require a relevant masters or doctoral qualification or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research potential.

A **Level B Academic** will have completed a relevant doctoral qualification or have equivalent qualifications or research experience. In addition, he/she will normally have had post-doctoral research experience that has resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research ability.

## SELECTION CRITERIA:

### Postdoctoral Fellow, Academic Level A

1. A Masters and/or PhD, and/or equivalent qualifications and experience in epidemiology, biostatistics or a related discipline relevant to public health.
2. Experience working with, and alongside, Aboriginal and Torres Strait Islander communities with the capacity to:
  - a. Demonstrate a thorough understanding of Aboriginal and Torres Strait Islander peoples and cultures and identify issues affecting Aboriginal and Torres Strait Islander peoples today;
  - b. Contribute to community outreach; and
  - c. Communicate respectfully in a culturally sensitive manner.
3. Demonstrated experience in the management and analysis of large and/or complex datasets, including highly developed skills with statistical software packages (such as STATA). Experience analysing linked and longitudinal data, and conducting time series analysis would be highly regarded.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively independently, and as part of a team to deliver high-quality outcomes.
5. Demonstrated effective interpersonal skills and verbal and written communication skills.
6. Demonstrated ability to maintain strict confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

### Research Fellow, Academic Level B

1. A PhD and/or equivalent qualifications and experience in epidemiology, biostatistics or a related discipline relevant to public health, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conference presentations.
2. Experience working with, and alongside, Aboriginal and Torres Strait Islander communities with the capacity to:
  - a. Demonstrate a thorough understanding of Aboriginal and Torres Strait Islander peoples and cultures and identify issues affecting Aboriginal and Torres Strait Islander peoples today;
  - b. Contribute to community outreach; and
  - c. Communicate respectfully in a culturally sensitive manner.
3. Demonstrated experience in the management and analysis of research data (e.g. large complex datasets, including highly developed skills with statistical software packages (such as STATA), and experience analysing linked and/or longitudinal data (including using approaches such as time series analysis).
4. Demonstrated experience in project management (e.g. ethics, budget, stakeholder engagement).
5. Demonstrated experience, or demonstrated interest and capability in:
  - a. Engaging with policy makers and conducting policy relevant research;
  - b. Contributing to building data analysis capability within a team; and
  - c. Assisting with the supervision or co-supervision of research students and staff and teaching where appropriate.
6. Demonstrated effective interpersonal skills and verbal and written communication skills.
7. Demonstrated ability to maintain strict confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

**The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.**

Supervisor Signature:		Date:	
Printed Name:		Uni ID:	

<b>References:</b>
<a href="#">General Staff Classification Descriptors</a>
<a href="#">Academic Minimum Standards</a>



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	CHM	Dept/School/Section	NCEPH
Position Title	Postdoctoral Fellow/Research Fellow	Classification	Academic Level A/B
Position No.	TBA	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see [http://info.anu.edu.au/hr/OHS/\\_Health\\_Surveillance\\_Program/index.asp](http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp) Enrolment on relevant OHS training courses should also be arranged – see [http://info.anu.edu.au/hr/Training\\_and\\_Development/OHS\\_Training/index.asp](http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp)
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	<b>BIOLOGICAL MATERIALS</b>		
<b>CHEMICALS</b>			microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					

Supervisor's Signature:		Print Name:		Date:	
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