POSITION DESCRIPTION

Post-doctoral Fellow – Black Dog Institute

Position Level
A
Faculty/Division
Medicine & Health
Position Number
00196868
Original document creation
03/04/ 2020

Position Summary
The Post-Doctoral Fellow (Level A) will work within a research team to manage a newly funded multi-year study aiming to co-develop and test a technology-supported prevention program in schools to determine if it can prevent the onset of self-harm in children and adolescents. The trial will involve thousands of children and adolescents across New South Wales schools (public and Independent) being followed up across a 2-year period. The position will lead the day-to-day management of all research activities related to co-design of the intervention, ethics, and trial conduct, including recruiting schools and building positive relationships with participating schools, supervising data collection activities (e.g., online surveys), and guiding schools in intervention delivery. The position will also be responsible for maintaining all study protocols (including data governance) and milestone reporting within specified timeframes, liaising closely with a multi-disciplinary team of study investigators and sector partners, and ensuring the delivery of operational efficiency including administration of the project finances. To ensure the project findings have impact, you will lead and contribute to data analysis and report writing, including for scientific publications, present at conferences and/or workshops, and lead and support a range of other dissemination activities.

This position reports to the project principal investigator and will have one direct report.
Accountabilities

Specific accountabilities for this role include:

- Conduct research activities (including onsite in NSW schools), under the guidance of a research leader, using research methods that align to the requirements of the project.
- Manage the administrative and governance processes of the project, to ensure measure/track/and report milestones, in line with funding requirements.
- Develop and manage/maintain positive, collaborative relationships with schools, government, and professional organisations to support the project to achieve its objectives.
- Contribute to and support the dissemination of research outcomes through appropriate channels and outlets.
- Participate in and/or present at conferences and/or workshops relevant to the project as required.
- Work collaboratively to identify and apply for funding opportunities.
- Make a positive contribution to School meetings and seminars and be a member of School/Faculty committees as required.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A PhD in public health, psychology, or a related discipline, and/or relevant work experience.
- Proven experience in conducting and/or managing research trials in mental health, or a related field, preferably in schools and/or with young people, and an understanding of the approach, skills and personal attributes required for this type of research.
- Demonstrated ability to undertake high quality research in mental health, as evidenced by a good track record of publications and conference presentations (relative to opportunity).
- Demonstrated ability to work collaboratively and productively within a team and across disciplines, but also in conducting research to a high standard with minimal supervision.
- Demonstrated success working effectively and collaboratively with a range of stakeholders at different levels of an organisation.
- Knowledge of project management, budgeting, and resource allocation procedures.
- Demonstrated data analysis skills with experience in preparing statistical data for publication including experience using SPSS, R, or other statistical analysis programs.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- An Australian driver's licence, and car ownership is desirable.

**Pre-employment checks required for this position**
- Verification of qualifications

**About this document**
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.