POSITION DESCRIPTION

Senior Research Fellow

Position Level: C  
Faculty/Division: Medicine  
Position Number: 00040269  
Original document creation: 23/11/2020

Position Summary

The Senior Research Fellow is responsible for assisting the Director in developing CHETRE’s leadership in training, research and evaluation to reduce health inequities as well as managing the LHD-facing programmes within the Centre. The Senior Research Fellow, as such, is designated Programme Director, and may act – when deemed appropriate – as Deputy Director, CHETRE.

The role of Senior Research Fellow reports to Director of CHETRE and has 5 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide strategic management for research projects in the Programme as set out in set agreements, in conjunction with the Director.
- Work with the Director and other stakeholders to design and implement CHETRE’s strategic plans to ensure all necessary requirements are met.
- Develop plans and policies that maintain and improve the progress of research of the CHETRE.
- Advise the Director on potential research projects and initiatives to add value to the Centre.
- Assist in the development and maintenance of inter-sectoral links with Health, other services and relevant industry and (local) government stakeholders.
- Contribute to teaching and learning capacity building with academic (UNSW), public sector (NSW Health) and other partners.
- Develop and lead the conduct of an ongoing program of local, national and international research in community, population, planning and policy approaches to address health inequities and manage specific research projects as required.
- Supervise research students in related areas.
• Supervise, where appropriate, the research of senior research-only academic staff, and produce conference papers and publications.

• Develop and coordinate research grants and funding including developing nationally competitive research teams and preparing grants.

• Develop and manage effective and efficient relationships with CHETRE staff, UNSW Medicine faculty staff, SWSLHD and other relevant stakeholders and promote research and industry links and relationships.

• Act as primary liaison with SWSLHD Population Health and other groups and divisions as set out in pertinent agreements

• 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 health or social sciences and experience in both health and social sciences.

• Demonstrated experience managing research teams productively and harmoniously, including with external partners

• Extensive experience in community, population health and/or health policy research, in particular in decision support tools such as Health Impact Assessment

• Lead competitive research grants in national category one schemes and build and lead a research team within the centre

• Transfer research and development findings through conference presentations, publications, refereed journal papers, and other scholarly publications.

• Demonstrated high level experience in analysing and distilling information and excellent verbal and written communication skills.

• Demonstrated skill, experience and accomplishment in higher education teaching and learning development, implementation and evaluation.

• Demonstrated experience and sound skills in project management, from project inception to implementation and evaluation.

• Strong organisational skills, including the ability to successfully manage budgets, competing priorities and meet frequently changing deadlines.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

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.