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POSITION DESCRIPTION

Post-doctoral Fellow

Position Level	A
Faculty/Division	Medicine
Position Number	00096353
Original document creation	20/08/ 2021

Position Summary

A Post-Doctoral Fellow (Level A) is expected to contribute towards the research effort of UNSW and to develop their research expertise through the pursuit of defined projects as part of RArEST (Rare Disease Awareness, Education, Support and Training). RArEST is a 3-year research grant aimed at supporting individuals with rare disease, health professional education and training, and health system rare disease change activities.

The role of Post-Doctoral Fellow reports to Lecturer (Clinical Genetics) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Contribute independently or as a team member in collaborative research with a focus to enhance the quality of research outcomes in the discipline area.
- Conduct research (as per the norms of the discipline) and/or enable research teams to create scholarly output that is recognised by peers.
- Undertake specific research project/s under the guidance of a research leader and contribute to development of research activities.

- Support the dissemination of research outcomes through appropriate channels and outlets.
- Undertake discipline-appropriate research activities, e.g. surveys, literature reviews, data gathering and/or recording of results using appropriate research methods.
- Participate in and/or present at conferences and/or workshops relevant to the project as required.
- Assist with the supervision of research students in the research area where required.
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- Under the guidance of the research leader, contribute to the design of the evaluation of RArEST, in liaison with the study coordinators and stakeholders.
- Prepare ethics and governance submissions, including all relevant study documents e.g. information and consent forms.
- Coordinate multidisciplinary evaluation committee meetings.
- Contribute to the conduct of mixed-methods evaluation of the components of the program, including implementation metrics and evaluation of impact on learning, knowledge, communication and self-efficacy.
- Assist in the creation of appropriate documentation and organisational systems to maintain accurate data, research protocols and procedures.
- Assist in the preparation of manuscripts, abstracts, posters and grant/fellowship applications as appropriate, including as first author.
- Contribute to the preparation of grant applications and reports for publication, progress and annual reports for projects and grants and literature searches.
- Other duties as required by the Group Lead.
- 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 implementation science, evaluation, education, health services research, behavioural science research, biomedical science or a related field and/or relevant work experience.
- Proven commitment to proactively keeping up to date with discipline knowledge and developments.
- Demonstrated ability to undertake high quality academic research and conduct independent research with limited supervision.

- Demonstrated ability to conduct qualitative and quantitative research.
- Demonstrated track record of publications and conference presentations relative to opportunity.
- Evidence of highly developed interpersonal skills.
- Demonstrated ability to work independently in a goal-directed manner yet collaboratively with other staff and external providers.
- Excellent oral and written communication skills and the demonstrated ability to communicate and interact with a diverse range of stakeholders and students.
- 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.

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.