POSITION DESCRIPTION

Post-Doctoral Fellow

Position Level | A or B
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Faculty/Division | Medicine & Health
Position Number | 00063015
Original document creation | 15/12/2020

Position Summary
The Postdoctoral Research Fellow will hold an NDARC Postdoctoral Fellowship and work closely with senior researchers at NDARC, providing support across several ongoing drug and alcohol research projects in alignment with NDARC’s core workplan areas.

The role of Postdoctoral Research Fellow reports to a senior researcher and has no direct reports other than an expectation to contribute to HDR supervision.

Accountabilities
Specific accountabilities for this role include:
Level A

- Develop and submit new research grant applications and seek research funding.
- Independently plan workload and manage timelines to meet project outcomes within specified timeframes and budget schedules.
- Prepare and coordinate ethics applications and data governance, along with the management and collection of data.
- Contribute to publications for submission to peer-reviewed journals.
- Support the dissemination of research outcomes through appropriate channels and outlets
- Assist with the supervision of research students in the research area where required.
- Perform other duties as requested by the project leaders.
• 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.

Level B (in addition to the above)
• Participate as co-investigator or chief investigator in competitive grant applications, or show evidence of active participation in research collaborations funded by competitive grants.
• Establish a personal research portfolio and start developing independent research proposals.
• Prepare conference abstracts and publications for submission to peer-reviewed journals.
• Contribute to grant applications for new projects or extensions to the current project.
• Design Research Projects.

Skills and Experience

Level A
• Completed PhD in a relevant discipline, including public health, epidemiology, social science, biostatistics or health economics and/or relevant work experience.
• Relevant experience and applied knowledge in a health/medical field.
• Demonstrated experience in methodologically rigorous data collection and/or data analyses.
• Demonstrated high level written and oral communication skills.
• Demonstrated ability to work independently and as part of a collaborative research team.
• Evidence of research activity in at least one of NDARC’s core workplan areas.
• 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.

Level B (in addition to the above)
• Strong research output, as evidenced by peer-reviewed journals and publications and success in applying and/or attracting competitive research funding.
• Demonstrated capacity to carry out independent research as indicated by a proven track record of writing manuscripts for publication in peer-reviewed journals.

Pre-employment checks required for this position
• Verification of qualifications
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.