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POSITION DESCRIPTION

Post-doctoral Fellow

Position Level	A/B
Faculty/Division	Medicine
Position Number	00203635
Original document creation	26/09/ 2024

Position Summary

A Post-Doctoral Fellow (Level A or B) is expected to contribute towards the research effort of UNSW and to develop their research expertise through the pursuit of defined projects relevant to their particular field of research.

The Post-Doctoral Fellow (Level A or B) will be responsible for supporting the academic activities associated with the Centre of Research Excellence in Depression Treatment Precision. This Post-Doctoral Fellow will be actively involved in supporting research to test how we can personalise treatment for depression, using new methods including artificial intelligence and technology-based interventions (e.g., digital mental health interventions). This Fellow will also assist in research project administration and reporting, data analysis, and actively contribute to research outputs and grant applications.

The role of Post-Doctoral Fellow reports to the Professor and may have direct reports.

Accountabilities (Level A)

Specific accountabilities for this role include:

- Provide research, and clinical expertise for the conduct of clinical trials of digital and in-person interventions for depression and mental health;
- Undertake discipline appropriate research activities (e.g., survey, literature reviews, data collection, analysis and recording of results).
- Participate in and/or present at conferences and workshops relevant to the project(s) as required

- Assist in the development of digital interventions for depression.
- Conduct psychological assessments and deliver therapist guidance on trials of digital treatments for depression.
- Contribute to the design, development, and data analyses ensuring all research is conducted to a high methodological and ethical standard;
- Contribute to the preparation, research analysis, and produce a range of academic publications for peer-reviewed journals;
- Support the management of allocated research projects, including managing ethics submissions, reporting to funding bodies, data governance and integrity, analysis (including statistical) and reporting of results;
- Working with the broader research directorate and other directorates within the Institute as required;
- Liaise with the project manager, data manager, data custodians and chief investigators in a timely and transparent manner;
- Assist in the preparation of grant applications;
- Supervise and train staff and Honours, PhD, Masters, Independent Learning Project (ILP) or undergraduate students as required;
- Perform other duties as requested by your supervisor;
- 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.

Level B (in addition to above)

- Design, and conduct clinical research under limited supervision, either independently or as a member of a collaborative team (as per the norms of the discipline) including preparing research protocols, undertaking comprehensive reviews, preparing ethics applications and reports.
- Establish a personal research portfolio and start developing independent research proposals.
- Contribute to the development of competitive grant funding applications under the guidance of senior colleagues.
- Participate as co-investigator or chief investigator on competitive grant applications, or show active participation in research collaborations funded by competitive grants.
- Lead the planning and preparation of manuscripts and presentations, data management and analysis.
- Collaborate effectively and maintain strong relationships with relevant researchers, collaborators across the Centre of Research Excellence, and within Black Dog Institute.

Skills and Experience

- PhD in psychology or related field, and/ or relevant work experience.
- Completed clinical training as a registered psychologist or clinical psychologist
- Experience in the assessment and treatment of adults with depression and related disorders.
- Demonstrated ability to undertake high quality academic research and conduct independent research with limited supervision.
- Demonstrated track record of publications and conference presentations relative to opportunity, strengthened by an ability or potential to attract external research funding.
- 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 ability to liaise effectively with all levels of staff, students, management, collaborators and general public.
- Demonstrated experience in managing complex research projects, including ability to meet project requirements and deadlines.
- Experience in student and technical staff supervision or teaching.
- Strong organisation skills and demonstrated ability to prioritise workload and meet strict deadlines.
- Experience with digital health technologies, and/or clinical trials (non-essential but preferred).
- Ability and capacity to implement required UNSW health and safety policies and procedures.
- 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 above)

- Demonstrated track record in research with outcomes of high quality and high impact, with clear evidence of the desire and ability to continually achieve research excellence as well as the capacity for research leadership.
- Proven ability to communicate scientific findings to non-scientific audiences.
- Demonstrated track record of ability to attract external research funding.

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.