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POSITION DESCRIPTION

Research Associate (Level A) / Research Fellow (Level B)

Position Level	A / B
Faculty/Division	Medicine
Position Number	00204138
Original document creation	14/10/ 2024

Position Summary

The Research Associate (Level A) or Research Fellow (Level B) will contribute to epidemiological research projects focused on children and families, primarily using linked health and human services data.

The role reports to the Associate Professor, UNSW School of Population Health and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level A

- Draft applications and reports to ethics committees and data custodians for research projects.
- Critically review the epidemiological and statistical literature to inform analysis plans.
- Contribute to the development of data management and data analysis plans.
- Implement the data management plan to prepare analysis-ready datasets from linked datasets, including data cleaning and manipulation, using software such as Stata, R and/or SAS.
- Execute statistical analysis of linked data, with academic supervision, using statistical packages such as Stata, R and/or SAS.
- Draft scientific papers, protocols and conference abstracts, with academic supervision.

- Coordinate and execute project management tasks for research projects to the highest scientific and ethical standards.
- Conduct systematic reviews of the literature to answer research questions.
- Present research findings at meetings, workshops and conferences.
- Contribute to drafting new research proposals and tenders for contract research and grant applications, when required.
- Attend meetings associated with research projects or work of the organisational unit.
- Assist with the supervision of research students working on research projects, where required.
- Complete other activities, as requested by the 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)

- Coordinate, develop and progress specific components of the research program for funded projects and partnerships, together with academic and policy collaborators, and community organisations.
- Manage the overall governance of the research program, including ethics committees, data custodians, data linkage authorities and other relevant organisations.
- Lead the design and execution of analysis plans using linked health and human services datasets, with input from academic collaborators and policy, practice and community stakeholders.
- Lead and contribute to scientific papers, protocols, conference abstracts, and research translation materials.
- Develop effective and efficient research management strategies for the research program.
- Communicate with internal and external stakeholders, with guidance from academic supervisor.
- Contribute to the supervision of research and/or data analysis performed by junior research staff, postgraduate and/or undergraduate degree students, where required.

Skills and Experience

Level A

- Postgraduate degree (or near completion) in epidemiology, biostatistics, data science, public health, psychology or a related discipline.

- Experience with applying for and managing research ethics applications and reporting.

- Demonstrated track record of research in a health-related area, which has resulted in research outputs, such as academic publications, reports and/or conference presentations relative to opportunity.

- Demonstrated experience in the management and analysis of large, complex health datasets, including experience using statistical packages such as Stata, R and/or SAS

- Demonstrated ability to work in a team and work effectively with colleagues and collaborators.

- Evidence of highly developed interpersonal and communications skills, including the ability to interact with a range of stakeholders.

- Evidence of good written communication skills, including specific contributions to drafting research publications and/or reports.

- 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)

- PhD in epidemiology, public health, biostatistics, data science or a related discipline, or an equivalent combination of work experience and qualifications.

- Experience liaising with, applying for and managing applications to ethics committees, data custodians and data linkage authorities for data linkage research projects.

- Highly developed data analysis skills, including demonstrated experience using statistical packages such as Stata, R and/or SAS to analyse linked health and/or human services datasets for research, evaluation and/or reporting purposes.

- Evidence of high-level communication skills in various formats, such as high-quality academic publications, reports, conference presentations, policy briefs, and infographics, in areas relevant to epidemiology, public health and/or health services research.

- **Demonstrated high-level organisational skills, including the ability to prioritise and manage workload within and busy environment and meet competing deadlines under limited supervision.**

Pre-employment checks required for this position
- Verification of qualifications
- Criminal record check, as required by external data custodian.

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.