Australian National University

Position Description

College/Division:	College of Health & Medicine
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	National Centre for Epidemiology and Population Health
Position Title:	Fellow – PFAS Study Coordinator
Classification:	Academic Level C
Position No:	TBA
Responsible to:	Professor, NCEPH
Number of positions that report to this role:	4
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The Study Coordinator will coordinate Phase II of the epidemiological project— *Per- and poly-fluoroalkyl substances (PFAS): an epidemiological study*—in the towns of Oakey, Queensland, Williamtown, New South Wales and Katherine, Northern Territory. The Research School of Population Health and external collaborators are conducting the PFAS Health Study under contract to the Australian Government Department of Health. The Fellow – PFAS Study Coordinator will play an important role in coordinating all aspects of this study involving conduct of focus groups, blood testing for PFAS, cross-sectional studies and a data linkage project.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Fellow – PFAS Study Coordinator will report to the PFAS Health Study chief investigator—Professor Martyn Kirk. They will work with a team of people at ANU and other external experts to conduct an epidemiological study on the health impacts of PFAS on human health. The person will supervise public health staff conducting the study in the field and will liaise with external experts, government agencies, media and community members about progress of the study. Fellow – PFAS Study Coordinator will have responsibility for administrative and technical aspects of a contract with the Department of Health. Ideally, the person would have strong skills in public health medicine and/or environmental epidemiology, and have previous experience at conducting complex studies.

Role Statement:

Specific duties required of the Fellow – PFAS Study Coordinator include:

- Coordinate all aspects of the PFAS Health study, including deployment of epidemiological studies in the field.
- Supervise research assistants, other staff, and students to achieve timely study outcomes.
- Draft research protocols, ethics committee applications, reports and manuscripts.
- Develop plans and conduct analyses of epidemiological data, in collaboration with chief investigators.
- Present findings at public meetings, conferences, and in high-quality peer reviewed journals.
- Act as key liaison with government departments, collaborators and community to coordinate their input to research activities in consultation with the research team.
- Contributing to the teaching activities of the School at undergraduate and graduate levels where appropriate.
- Actively seeking external funding/research grants, including preparing and leading major multi party collaborative research proposals.
- Proactively contributing to all aspects of the operation of the School, College and University. This may include taking on leadership and broad supervisory roles.
- Other research, teaching and service-related activities as required.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

Skill Base

A Level C Academic will normally have advanced qualifications and recognised significant experience in the relevant discipline area. This position will require a doctoral qualification in a relevant research area. In determining experience relative to qualifications, regard shall be given to teaching experience, experience in research, experience outside tertiary education, and professional contributions.

In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

SELECTION CRITERIA:

1. A PhD degree in public health, epidemiology or related discipline, or an equivalent combination of relevant experience and/or education and training. Registration as a specialist public health physician and experience in field epidemiology are highly desirable.
2. A substantial track record in the field of environmental epidemiology, environmental health, or related field, as evidenced by cited publications in peer-reviewed journals and conferences.
3. Extensive experience in developing and managing complex projects, particularly for government.
4. Experience in epidemiological analyses and the preparation of reports and research publications.
5. Demonstrated high level skills in communication and diplomacy for a range of audiences.
6. Highly developed organisational and analytical skills to direct a team to meet deadlines.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor/Delegate Signature:		**Date:**	
Printed Name:	Professor Martyn Kirk	**Uni ID:**	U3853379

References:
General Staff Classification Descriptors
Academic Minimum Standards

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	**Dept/School/Section**	RSPH/NCEPH
Position Title	Fellow – PFAS Study Coordinator	**Classification**	Academic Level C
Position No.	TBA	**Reference No.**	Job#519216

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
catering / food preparation	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☒	☐	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☒
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature:		**Print Name:**	Professor Martyn Kirk	**Date:**	