



**Australian
National
University**

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	ANU Medical School
Department/Unit:	
Location:	Canberra Hospital or Florey Building, ANU Acton Campus
Position Title:	Research Fellow
Classification:	Academic Level B
Position No:	TBC
Responsible to:	Dean
Positions reporting to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The [ANU Medical School](#) educates and develops medical graduates who practise medicine with compassion, conscience and professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, south eastern region of NSW and in remote NT. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Fellow reports to the Dean of Medicine and will be based at the ANU Medical School either at the Acton Campus or Canberra Hospital Campus. This position will contribute to the Dean's and Medical School's Health Services Research portfolio through project management of clinical interventions relevant to improving service delivery, analysis of research and administrative data and survey data with an understanding of qualitative methodologies. The appointee may have a medical background but will have had experience working with health service providers in Australia. Past experience of working with clinicians/clinical questions is highly desirable. The incumbent will have research publications and, ideally, success in securing research funding. The Research Fellow/Research Analyst will also contribute to the Medical School's teaching program on health services.

Role Statement:

Specific duties required of a **Level B Academic** may include:

- Undertake independent research within ANU Medical School through analysis of research data and survey data independently, with publication of original and innovative results in refereed journals
- Collaborate with a range of research groups within the School, ACT Health and the College of Health and Medicine;
- Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies
- Undertake professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- Undertake administrative functions primarily connected with the area of research, including the preparation of research proposals and pursuing appropriate funding applications;
- Contribute to strengthening the teaching-research nexus by shaping research, in part to support the curriculum; this may involve contributing to curriculum design and/or delivery, and producing research materials;
- Contribute to the teaching activities of the School and assist with the supervision or co-supervision of research students as appropriate;
- Maintain high academic standards in education, research and administration endeavours;

- Actively contribute to all aspects of the operations of the School;
- Comply with all ANU policies and procedures, and in particular those relating to work, health and safety and equal opportunity;
- Other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

Note:

As a multi campus School all staff are required to hold a current driver's licence.

Skill Base

A **Level B Academic** will normally have completed a relevant doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience that has resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research ability.

SELECTION CRITERIA:

1. A PhD relevant to Health Services Research, Epidemiology, or related area, with a strong record of achievement as evidenced by a recognised publication record including recent original articles in high-impact journals;
2. Demonstrated ability to work independently and in a team, including the capacity to foster inclusive, respectful and productive working relationships with ANU staff, students and colleagues, and external agencies such as government and non-government organisations;
3. Demonstrated analytic skills with self-sufficiency in analysing of a range of data;
4. Highly developed oral and written communication skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment, including experience in supervision of staff and students as well as ability and willingness to teach at all levels within the scope of the position.
5. Excellent organisational and project management skills to achieve research objectives,
6. Proven ability to compete for external funding to support individual and collaborative research activities;
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Delegate Signature:		Date:	13 November 2017
Printed Name:	Professor Imogen Mitchell	Position:	Dean: ANU Medical School

References:

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	ANUMS
Position Title	Research Fellow	Classification	Academic Level B
Position No.	TBA	Reference No.	

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	BIOLOGICAL MATERIALS		
CHEMICALS			microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Professor Imogen Mitchell	Date:	
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