



**Australian
National
University**

Position Description

College/Division:	ANU College of Arts and Social Sciences
Faculty/School/Centre:	School of Literature, Languages and Linguistics
Department/Unit:	Institute for Communication in Healthcare (ICH)
Position Title:	Postdoctoral Research Fellow / Research Fellow
Classification:	Academic Level A or B
Position No:	TBC
Responsible to:	Director, ANU Institute for Communication in Healthcare
Number of positions that report to this role:	NIL
Delegation(s) Assigned:	NIL

PURPOSE STATEMENT:

“Improving communication to enhance patients’ health literacy, empowerment and self-management of heart failure” is a research project funded by the Ramsay Hospital Research Foundation. The overall aim of this project is to describe, analyse and enhance the communication practices of clinicians and patients to support people with heart failure to increase their health literacy skills, participate in shared decision-making and to self-manage effectively.

This is a multi-site study to be conducted at three hospital sites, providing cardiology services within hospital care and post hospital care: Hollywood Private Hospital and Joondalup Health Campus in Perth, and the Canberra Hospital in the ACT.

The purpose of this position is the overall coordination of the project across the three sites, contributing to the collection and analysis of the data, and development, delivery, and evaluation of the intervention.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Based in the School of Literature, Languages and Linguistics, the appointee will report to the Director, ANU Institute for Communication in Healthcare with regard to the overall project aims and their role within it. They will work closely with other team members in coordination of the project, data collection and analysis, and in designing and implementing the intervention. They will form part of the local research team at ANU and will interact with research team members and stakeholders nationwide.

Role Statement:

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

- administrative functions connected with the research project, which may involve: ethics, research data management and storage, administration of surveys, coordination of meetings across the project (including scheduling, agendas, and minutes), and coordination of data collection across the ACT site;
- conducting research with data collected through the project under limited supervision either as a member of team or independently, and the production, or contribution to the production, of conference and seminar papers and publications from that research;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- Supervision of research-support staff involved in the research area;

- attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and/or membership of a limited number of committees; and
- other duties as allocated by the supervisor consistent with the classification of the position.

A **Level A Academic** will work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

Role Statement:

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

- administrative functions connected with the research project, which may involve: ethics, research data management and storage, administration of surveys, coordination of meetings across the project (including scheduling, agendas, and minutes), and coordination of data collection across the ACT site;
- conducting research with data collected through the project both independently and as a member of a team, and the production of conference and seminar papers and publications from that research;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- co-supervision, or where appropriate supervision, of honours or postgraduate research projects within the field of the staff member's area of research;
- supervision of research-support staff involved in the research area;
- other duties as allocated by the supervisor consistent with the classification of the position.

Skill base – Level A

A **Level A Academic** will normally have completed four years of tertiary study or have equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution.

Skill base – Level B

A **Level B Academic** will normally have completed a relevant doctoral qualification or have equivalent qualifications or research experience, and will demonstrate potential for research excellence through a track record in publications, conference papers, reports or professional or technical contributions relative to opportunity.

A Level B academic will be able to undertake independent research in their discipline, at a level appropriate to the skills and experience of the staff member, engage in scholarly and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution.

In determining experience relative to qualifications, regard is had to experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement.

SELECTION CRITERIA:**Level A**

1. Four years of tertiary study or equivalent qualifications and experience in linguistics, applied linguistics or a related discipline which is relevant to healthcare communication and/or socially-oriented approaches to language; significant progress towards a PhD or relevant higher degree will be positively regarded.
2. Ability to conduct and publish research in the field and contribute to obtaining research funding.
3. An understanding of communication research; an ability to engage and communicate with different stakeholders in healthcare settings.
4. An ability to manage complex projects and data sets, including the ability to prepare ethics applications, collect, process/transcribe and analyse interactional and other data relevant to healthcare settings.
5. Proven ability to work cooperatively in a small team environment, manage complex projects, establish priorities and manage competing deadlines for self and others.
6. Demonstrated ability to work with a dispersed team and engage and communicate effectively with internal and external stakeholders.
7. Well-developed oral and written communication skills and an ability to develop and maintain respectful and productive working relationships, with staff, students and colleagues within a culturally diverse environment.
8. Demonstrated high-level understanding of equal opportunity principles and a commitment to their application in a university context.

Level B

1. A doctoral qualification in linguistics, applied linguistics or a related discipline which is relevant to healthcare communication and/or socially-oriented approaches to language
2. Demonstrated evidence of a developing record of publication in high-quality outlets in the field and of ongoing research projects involving language data, including plans for external funding applications.
3. A demonstrated understanding of communication research; an ability to engage and communicate with different stakeholders in healthcare settings.
4. An ability to manage complex projects and data sets, including the ability to prepare ethics applications, collect, process/transcribe and analyse interactional and other data relevant to healthcare settings.
5. Proven ability to work both independently and cooperatively in a small team environment, manage complex projects, establish priorities and manage competing deadlines for self and others.
6. Demonstrated ability to work with, and lead, a dispersed team and engage and communicate effectively with internal and external stakeholders.
7. Excellent oral and written communication skills and a demonstrated record of fostering and maintaining respectful and productive working relationships with staff, students and colleagues within a culturally diverse environment.
8. Demonstrated high-level understanding of equal opportunity principles and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:		Date:	
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[Academic Minimum Standards](#)