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| Description: ANU_LOGO_mono black_FA.jpg | **Position Description** |

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| **College/Division:** | ANU College of Health & Medicine |
| **Faculty/School/Centre:** | Research School of Psychology |
| **Position Title:** | Postdoctoral Fellow |
| **Classification:** | Level A |
| **Position No:** |  |
| **Responsible to:** | Head, Department of School of Psychology |
| **Number of positions that report to this role:** | N/A |
| **Delegation(s) Assigned:** | N/A |

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| **PURPOSE STATEMENT:**  ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.  The Research School of Psychology is a leading centre of teaching and research in Australia and is committed to excellence in research, teaching, and supervision of research/clinical students across all areas of psychology. The Postdoctoral Fellow is expected to undertake work in all three areas of academic activity – research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and will reflect the external funding conditions that support the appointment, the appointee’s research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Postdoctoral Fellow may also be required to supervise or assist in the supervision of students, and contribute cooperatively to the overall intellectual life of the School, College and University.  The Postdoctoral Fellow will co-ordinate and conduct research conducted within the Bushfire Research Initiative (BRI) Study within the Research School of Psychology, ANU College of Health and Medicine. The Postdoctoral Fellow will work with other staff and students in the BRI Study to ensure effective delivery of research outcomes.  **POSITION DIMENSION AND RELATIONSHIPS:**  The Postdoctoral Fellow will be a member of Research School of Psychology, accountable to the Director of the Research School of Psychology. The Postdoctoral Fellow will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships with academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders.  This position will require the Postdoctoral Fellow to work closely with staff and students within the BFI Study and engage in collegial and productive collaborations with local, national and where possible, international colleagues. The Postdoctoral Fellow will also work to develop and maintain relationship with external stakeholder and members of diverse communities.  **Role Statement:**  In their role as an Academic Level A the Postdoctoral Fellow is expected to:   1. Undertake ongoing research within the Bushfire Initiative Study, with a view to publishing original and innovative results in refereed journals, present research at academic seminars and collaborate with other researchers at a national level. This includes working as part of a team on an externally funded project subject to deadlines. 2. Liaise with a range of medical health professionals and providers that will work with the BIR Studies on recruitment of participants across Australia. 3. Design and conduct qualitative and quantitative research studies. This may involve, at times, fieldwork and related activities. 4. Supervise students working on individual or group projects at undergraduate, honours, and graduate-coursework levels. 5. Assist to supervise research support staff in their research area. 6. Actively contribute to all aspects of the operation of the School. 7. Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public. 8. Maintain high academic standards in all education, research and administration endeavours. 9. Take responsibility for their own workplace health and safety and not wilfully place at risk the health and safety of another person in the workplace. 10. Understand equal opportunity principles and policies and be committed to their application in a university context. 11. Conduct other duties as required that are consistent with the classification of the position.   **Skill Base**  A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop their expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree. A Level A academic will normally 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. |

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| **SELECTION CRITERIA:**   1. A PhD (or working toward a PhD) in social psychology, clinical/health psychology, or a cognate discipline, with a track record of independent research in the field, as evidenced by publications in peer-reviewed journals and conferences. 2. Sound knowledge of quantitative and qualitative research methodologies. Experience in survey design, implementation and data collection. Collection and analysis of focus group data may be regarded positively. 3. An ability and commitment to contribute to bids for competitive external funding to support individual and collaborative research activities. 4. The ability to assist in the supervision of students working on research projects. 5. The ability to work as part of a team and to meet deadlines. 6. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with external stakeholders and members of the community. 7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context. | | | |
| **Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Position:** |  |

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| **References:** |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | ANU College of Health & Medicine | **Dept/School/Section** | Research School of Psychology |
| **Position Title** | ANU College of Health & Medicine | **Classification** | Level A |
| **Position No.** | Job #536745 | **Reference No.** |  |

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

1. 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.
2. This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
3. Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
4. The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
5. ‘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

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| 1. 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 | | |  |  |  |
| Organizing events |  |  | |  |  | 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/Delegate Name:** | | |  | | | | **Date:** |  | | | |  | **Date:** |  |