

Position Description

Postdoctoral Fellow

Position Number: 79561
Position Title: Postdoctoral Fellow
Date Written: November 2019

Faculty / Division: UNSW Medicine
School/Unit: Faculty Office
Position Level: Level A

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Graham Painton Foundation is generously supporting a three-year research fellowship in adult respiratory medicine. The Graham Painton Clinical Research Fellowship aims to support early career researchers to be employed in research-active units across UNSW-affiliated local health districts or Medical Research Institutes (MRIs).

The Postdoctoral Fellow be responsible for research in to the area of idiopathic or occupationally-acquired lung disease in adults. The incumbent will be responsible for leading research-related activities, identifying opportunities for collaboration and funding, and assisting the broader team with other research.

At the outset, the role of Postdoctoral Fellow reports to the Senior Vice Dean (Academic Operations and Research), and this will transfer to the primary supervisor on award. The role has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Leadership in the management of research projects, including managing ethics submissions, reporting to funding body, data collection, integrity, analysis (including statistical) and reporting of results
- Leading the preparation of manuscripts, abstracts, posters and submit grant and fellowship applications
- Liaise with stakeholders including government agencies, peak bodies, researchers, collaborators and end users of the various projects
- Consult with staff and supervisors on the preparation of grant applications (including budgets) and reports for publication, progress and annual reports for projects, and grants and literature reviews
- Supervise and train staff and Honours, PhD or ILP students, as required
- Prepare documentation for ethics submissions and reporting, as well as a written annual report on milestones for the Senior Vice Dean of Research and Operations, Faculty of Medicine and Graham Painton Foundation
- Conduct data analysis for publications, and oversee data management for key projects
- Assist in course administration and contribute to teaching, as required
- Perform other duties as requested by your supervisor
- Apply for additional competitive project-related support or research grants of any category
- Assist in the organisation of the Annual Graham Painton Memorial Lecture and present their research findings in the third year of the fellowship.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

SELECTION CRITERIA

- PhD in medicine, medical science, public or allied health, and/ or an equivalent level of knowledge gained through any other combination of education, training and/or and experience.
- An excellent academic track record Experience in writing scientific manuscripts
- Proven research and publication record in academic journals in relevant area or field, including the ability or potential to attract external research funding
- Excellent oral and written communication skills and the ability to liaise effectively with all levels of staff, students, management, collaborators and general public
- Demonstrated project management experience, including ability to meet project requirements and deadlines
- Experience in student and technical staff supervision or teaching
- Strong organisation skills and demonstrated ability to prioritise workload and meet strict deadlines
- Ability and capacity to implement required UNSW health and safety policies and procedures.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.