



**Australian
National
University**

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	Research School of Population Health
Department/Unit:	National Centre for Epidemiology and Population Health (NCEPH) / National Centre for Aboriginal and Torres Strait Islander Wellbeing Research
Position Title:	Postdoctoral Fellow/Research Fellow
Classification:	Academic Level A/B
Position No:	TBC
Responsible to:	Dr Raglan Maddox (Bagumani (Modewa) Clan)
Positions reporting to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

We are recruiting Postdoctoral Fellows/Research Fellows passionate about improving the health and wellbeing of Aboriginal and Torres Strait Islander people to join us at the newly established National Centre for Aboriginal and Torres Strait Islander Wellbeing research.

The new team member(s) will contribute to, and lead aspects of, the work of the Tobacco Free program because the job of smoking prevention is not done. This internationally recognised, Indigenous-led team conducts vital research in the areas of preventing tobacco use and eliminating commercial tobacco related death and disease. Smoking prevention and cessation is one of the single biggest changes we can make to support improvements in health outcomes, and is a community priority. Our research seeks to:

- understand what works in community-controlled health promotion programs through evaluation of the national Tackling Indigenous Smoking program working with the local TIS teams;
- support self-determination for communities to identify and develop their own priorities for being smokefree and eliminate commercial tobacco in a grassroots policy development process;
- advocate for strong, evidence based tobacco control, that challenges the role of colonisation, racism, discrimination, and exploitation by 'Big Tobacco' in driving tobacco use;
- uses a range of research approaches (from community interviews to analysis of large datasets) to understand new threats, including e-cigarettes, and combat misinformation.

The work of the Tobacco Free program is part of the newly formalised National Centre for Aboriginal and Torres Strait Islander Wellbeing Research within the National Centre for Epidemiology and Population Health (NCEPH). The Centre comprises Indigenous and non-Indigenous academic and professional staff and a vibrant study body. Members of the Centre are enthusiastic about nurturing, mentoring and continuing to learn.

The Centre objectives include:

- Upholding Aboriginal and Torres Strait Islander leadership, governance and ways of knowing, being and doing.
- Conducting high quality health and wellbeing research of local, national and international significance.
- Informing programs, policy and practice in local, state/territory and national jurisdictions.
- Building and delivering a training and education program reflecting Aboriginal and Torres Strait Islander health and wellbeing priorities, focused on community capability, policy makers, and undergraduate and postgraduate students.

The Postdoctoral Fellow(s)/Research Fellow(s) will contribute to cutting-edge innovative and multidisciplinary research in areas of Aboriginal and Torres Strait Islander wellbeing, in partnership with Aboriginal and Torres Strait Islander individuals, communities, and organisations. You will also collaborate with other research organisations, non-government organisations and policy partners at the state and federal government levels. Postdoctoral Fellow(s)/Research Fellow(s) will be expected to be organised, reliable and work with limited

supervision. This position will allow for further development in a range of research methods (community engagement, qualitative interviews, survey design and large-scale data analysis); implementation and evaluation of programs, research translation to community, academic and policy audiences; as well as opportunities to pursue independent research. Some domestic travel may also be involved supporting data collection, attending meetings or participating in conferences. The core team are based on the ANU Acton campus in Canberra but remote and/or flexible working arrangements can be supported.

These positions are not specifically Indigenous identified roles, but Aboriginal and Torres Strait Islander people are strongly encouraged to apply. People who may not have extensive research experience but bring substantial skills in Aboriginal and Torres Strait Islander community health programs, Aboriginal and Torres Strait Islander lived experience and aspirations to build skills and develop a career in Indigenous health research would be considered highly suitable and should detail these assets in their application.

To apply please specifically address each selection criterion individually in your application.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Postdoctoral Fellow/Research Fellow will report to a Senior Academic (Dr Raglan Maddox) within the Tobacco Free program and will interact with staff within the National Centre for Aboriginal and Torres Strait Islander Wellbeing Research collaborating on the Tobacco Free program's work, including but not limited to Prof Raymond Lovett, Assoc. Prof Lisa Whop, Dr Katherine Thurber and other staff across the Centre and NCEPH, the University and external partners more broadly. The Postdoctoral Fellow/Research Fellow will be supported to develop and maintain highly effective and trusted relationships with a range of community organisations, governments, and non-government organisations to contribute to collaborative research within the Centre.

Role Statement:

Postdoctoral Fellow, Academic Level A

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

- independent quantitative and/or qualitative data management and analysis, or under limited supervision as a team member
- the conduct of research under limited supervision either as a member of team, or where appropriate, independently, and the production of, or contribution to, conference presentations and publications from that research;
- involvement in professional activities including, subject to availability and funding, attendance at conferences and seminars in the fields of tobacco control, Aboriginal and Torres Strait Islander health, public health, population health, health promotion, epidemiology;
- limited administrative functions primarily connected with the area of research of the academic;
- provision of advice to postgraduate students within the field of the staff member's research;
- compliance with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity; and,
- other duties as allocated by the supervisor, consistent with the classification of the position.

Research Fellow, Academic Level B

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

- the conduct of research either as a member of a team or independently, and the production of conference presentations and publications from that research;
- supervision of research-support staff involved in the staff member's research;
- guidance in the research effort of junior members of research-only academic staff;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the fields of tobacco control, Aboriginal and Torres Strait Islander health, public health, population health, health promotion, epidemiology;;
- administrative functions primarily connected with their research;
- co-supervision, or where appropriate supervision, of honours, medical students or postgraduate research projects;
- 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;
- complying with all ANU policies and procedures and in particular those relating to work, health and safety and equal opportunity; and

- other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.

Skill Base

A **Level A Academic** will normally have completed four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or research experience. In many cases a position at this level will require a relevant masters or doctoral qualification or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions that give evidence of research potential.

A **Level B Academic** will have completed a relevant doctoral qualification or have equivalent qualifications or research experience. In addition, he/she will normally 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:

Postdoctoral Fellow, Academic Level A

1. A Masters and/or PhD, and/or equivalent qualifications and experience in Aboriginal and Torres Strait Islander health, epidemiology, biostatistics or a related discipline relevant to public health or population health promotion.
2. Experience working with, and alongside, Aboriginal and Torres Strait Islander communities with the capacity to:
 - a. Demonstrate a thorough understanding of Aboriginal and Torres Strait Islander peoples and cultures and identify issues affecting Aboriginal and Torres Strait Islander peoples today;
 - b. Contribute to community outreach; and
 - c. Communicate respectfully in a culturally sensitive manner.
3. Demonstrated experience in the management and analysis of quantitative and/or qualitative data, including highly developed skills with statistical software packages (such as STATA) and/or qualitative analysis tools (e.g. NVIVO). Demonstrated experience conducting systematic reviews (and other review types).
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively independently, and as part of a team to deliver high-quality outcomes.
5. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft correspondence, newsletters, fact sheets, research summaries and papers, and an ability to consult and liaise effectively with a range of people from diverse sectors and cultural backgrounds.
6. Demonstrated ability to maintain strict confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality and the conduct of research with Aboriginal and Torres Strait Islander people and sub-groups such as young people.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.
8. An understanding of health equity impacts of commercial tobacco and nicotine use, and a commitment to supporting Aboriginal and Torres Strait Islander community driven solutions.

Research Fellow, Academic Level B

1. A PhD and/or equivalent qualifications and experience in Aboriginal and Torres Strait Islander health, epidemiology, biostatistics or a related discipline relevant to public health health or population health promotion, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conference presentations.
2. Experience working with, and alongside, Aboriginal and Torres Strait Islander communities with the capacity to:
 - a. Demonstrate a thorough understanding of Aboriginal and Torres Strait Islander peoples and cultures and identify issues affecting Aboriginal and Torres Strait Islander peoples today;
 - b. Contribute to community outreach; and
 - c. Communicate respectfully in a culturally sensitive manner.
3. Demonstrated experience in the management and analysis of quantitative and/or qualitative data research data, including highly developed skills with statistical software packages (such as STATA) and/or qualitative analysis tools (e.g. NVIVO). Experience working with large complex datasets, analysing linked and/or longitudinal data (including using approaches such as time series analysis), desirable but not required (with opportunities to develop analytical skills within the Centre). Demonstrated experience conducting systematic reviews (and other review types).
4. Demonstrated experience in project management (e.g. ethics, budget, stakeholder engagement).
5. Demonstrated experience, or demonstrated interest and capability in:
 - a. Engaging with policy makers and conducting policy relevant research;
 - b. Contributing to building data analysis capability within a team; and
 - c. Assisting with the supervision or co-supervision of research students and staff and teaching where appropriate.
6. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft correspondence, newsletters, fact sheets, research summaries and papers, and an ability to consult and liaise effectively with a range of people from diverse sectors and cultural backgrounds.
7. Demonstrated ability to maintain strict confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality and the conduct of research with Aboriginal and Torres Strait Islander people and sub-groups such as young people..
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

9. An understanding of health equity impacts of commercial tobacco and nicotine use, and a commitment to supporting Aboriginal and Torres Strait Islander community driven solutions.			
Supervisor Signature:		Date:	
Printed Name:		Uni ID:	

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	NCEPH
Position Title	Postdoctoral Fellow/Research Fellow	Classification	Academic Level A/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 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 checked="" 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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:		Date:	
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