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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | ANU College of Health and Medicine |
| **Faculty/School/Centre:** | Research School of Population Health |
| **Department/Unit:** | National Centre for Epidemiology & Population Health / MAE Program |
| **Position Title:** | Indigenous Postdoctoral Fellow |
| **Classification:** | Academic Level A |
| **Position No:** | TBA |
| **Responsible to:** | TBA |
| **Number of positions that report to this role:** | Nil |
| **Delegation(s) Assigned:** | Nil |

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| **PURPOSE STATEMENT:**  ANU aspires to be the University of choice for Indigenous Australians, whether they be students or academics. To fulfil this aspiration, ANU will build a substantial Indigenous research and education community that can generate world leading and influential Indigenous-led research, which informs policy and practice and contributes to our understanding of the world.  The Indigenous Postdoctoral Fellow position is an identified Indigenous role for a committed field epidemiologist to undertake a split position of level A academic (40%) and PhD candidature (60%). This unique position will sit jointly between the Master of Philosophy in Applied Epidemiology Program (MAE) and the Epidemiology for Policy and Practice group, within the National Centre for Epidemiology and Population Health, one of five centres within the Research School of Population Health (RSPH).  The Indigenous Postdoctoral Fellow will make an active contribution to the National Centre for Epidemiology & Population Health by working collegially with all members of the Centre, across the University and external stakeholders. The Indigenous Postdoctoral Fellow will contribute to all aspects of the Centre’s work with an emphasis on being concurrently enrolled in a PhD program at RSPH, with the PhD topic harmonised with their Postdoctoral Fellow duties.  KEY ACCOUNTABILITY AREAS:  Position Dimension & Relationships:  The Indigenous Postdoctoral Fellow will undertake both teaching and research under the supervision of relevant academic staff and will be linked to mentors who will assist and guide their development and are expected to build networks with other researchers across the University.  The two main major areas of focus for the Indigenous Postdoctoral Fellow will be to strengthen Indigenous engagement of the MAE program with a specific aim of developing innovative pathways for Indigenous people to gain qualifications in field epidemiology (40% of role), and to build their own academic career including completion of a PhD (60% of role). The Indigenous Postdoctoral Fellow will be required to develop and maintain highly effective relationships with range of government, non-government and community health organisations, and contribute to collaborative research and teaching within RSPH.  Role Statement:  Specific duties required of a **Level A Academic** may include:   * Conducting research as a member of a team or independently, with the primary aim of completion of their PhD. * Contributing to teaching and supervision of MAE students under the guidance of senior staff. * Providing mentorship and guidance to Indigenous students. * Involvement in developing innovative pathways into the MAE degree and/or other qualifications in field epidemiology for Indigenous people. * Assisting in the design and deployment of Indigenous specific curriculum for the MAE program. * Contributing to the administrative functions associated with research and teaching. * Undertaking limited periods of interstate and/or international duty travel when required. * Attend meetings associated with research or the work of the organisational unit to which the research is connected and at departmental and faculty meetings and/or membership of a limited number of committees. * 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.   **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 professional experience.  In many cases a position at this level will require an honours degree or higher qualifications, an extended Professional degree, or a three-year degree with a postgraduate diploma.  In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or contributions to technical achievement. |

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| **SELECTION CRITERIA:**  All applications will be assessed by the following criteria.   1. Completion of a field epidemiology training program and the quality of the proposed research program for PhD (To be addressed and assessed through the PhD proposal). 2. Demonstrated interest and experience in teaching and training in Field Epidemiology or a related field. Experience with teaching and training Indigenous people will be highly regarded. 3. Capacity to contribute to the MAE teaching programs 4. Demonstrated ability to work effectively and harmoniously in a multi-disciplinary team and maintain effective relationships with colleagues, staff, students, and external stakeholders. 5. Highly developed organisational skills, including the ability to manage priorities and lead multiple projects, and well developed oral and written communication skills. 6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.   *This is an identified Indigenous position and in accordance with ANU policies and procedures confirmation of Aboriginal and Torres Strait Islander heritage will be required as part of the application.* | | | |
| **Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Position:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [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** | CHM | **Dept/School/Section** | RSPH/NCEPH |
| **Position Title** | Indigenous Postdoctoral Fellow | **Classification** | Academic Level A |
| **Position No.** | TBA | **Reference No.** | TBA |

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.

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 issues prior to application.
3. 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
4. ‘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 |  |  |  |
| catering / food preparation |  |  |  |  | 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):** | | | | | | | | |

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| **Supervisor’s Signature:** |  | **Print Name:** |  | **Date:** |  |