



**Australian
National
University**

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 and Population Health |
| Position Title: | Postdoctoral Fellow/Research Fellow |
| Classification: | Academic Level A/B |
| Position No: | TBC |
| Responsible to: | Associate Professor, Aboriginal and Torres Strait Islander Health Program, NCEPH |
| Positions reporting to this role: | Nil |
| Delegation(s) Assigned: | Nil |

PURPOSE STATEMENT:

The Australian National University (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.

Researchers in the Aboriginal and Torres Strait Islander Health Program (ATSIHP) within the National Centre for Epidemiology and Population Health (NCEPH), Research School of Population Health (RSPH) conduct cutting-edge innovative and multidisciplinary large-scale research in areas across the social and cultural determinants of Aboriginal and Torres Strait Islander health and wellbeing. We have a range of research projects that work with Aboriginal and Torres Strait Islander communities. Our approach across the program is to conduct research in partnership with Aboriginal and Torres Strait Islander individuals, communities, and organisations, and to frame our work using a strengths-based approach, where possible. Research areas include: the relationship between culture and wellbeing; cardiovascular disease; family and community safety; tobacco control; social and emotional wellbeing; and research methodology.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Postdoctoral Fellow/Research Fellow will report to the Associate Professor, Aboriginal and Torres Strait Islander Health Program, NCEPH. This position will have a specific focus on the Mayi Kuwayu Study and the Tackling Indigenous Smoking (TIS) impact evaluation, as well as contributing to research activities across the ATSIHP. The Postdoctoral Fellow/Research Fellow will also regularly engage with academic and professional staff in the Program, as well as a wide range of people across the university and external stakeholders.

Role Statement:

Postdoctoral Fellow, Academic Level A

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

- the conduct of research under limited supervision either as a member of team, or where appropriate, independently, and the productions 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;
- some administrative functions primarily connected with the area of research of the academic;
- development of some research-related material for teaching or other purposes with appropriate guidance from other staff;
- occasional contributions to teaching in relation to his/her research project(s);

- conduct of advanced research procedures;
- attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/or faculty meetings and/or membership of a limited number of committees;
- advice within the field of the staff member's research to postgraduate students;
- 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, consistent with the classification of the position.

A **Level A Academic** shall 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.

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 and seminar papers 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 in his/her research area;
- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- administrative functions primarily connected with his/her area of research;
- occasional contributions in the teaching program within the field of the staff member's research;
- co-supervision, or where appropriate supervision, of honours or postgraduate research projects within the field of the staff member's area of research;
- 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 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 PhD (or awarding of a PhD within six months of appointment commencement), and/or equivalent qualifications and experience in epidemiology, biostatistics or a related discipline relevant to public health.
2. Experience working with, and alongside, Aboriginal and Torres Strait Islander communities with the capacity to:
 - a. Demonstrate an understanding of Aboriginal and Torres Strait Islander peoples and cultures and issues affecting Aboriginal and Torres Strait Islander peoples today; and
 - b. Communicate respectfully in a culturally sensitive manner.
3. Demonstrated experience in the management and analysis of large complex datasets, including highly developed skills with statistical software packages (such as STATA). Previous experience analysing linked and longitudinal data would be highly regarded.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team to deliver high-quality outcomes.
5. Demonstrated effective interpersonal skills and verbal and written communication skills.
6. Demonstrated ability to maintain the strictest confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Research Fellow, Academic Level B

1. A PhD and/or equivalent qualifications and experience in epidemiology, biostatistics or a related discipline relevant to public health, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conferences.
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 large complex datasets, including highly developed skills with statistical software packages (such as STATA), and experience analysing linked and/or longitudinal data.
4. Demonstrated experience, or demonstrated interest and capacity in:
 - a. Engaging with policy makers and conducting policy relevant research;
 - b. Contributing to building data analysis capacity within a team; and
 - c. Assisting with the supervision or co-supervision of research students and staff and teaching where appropriate.
5. Demonstrated effective interpersonal skills and verbal and written communication skills.
6. Demonstrated ability to maintain the strictest confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

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| Supervisor Signature: | | Date: | |
| Printed Name: | Associate Professor Raymond Lovett | Uni ID: | U3047913 |

References:

[Academic Minimum Standards](#)



Australian
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University

Pre-Employment Work Environment Report

Position Details

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|--------------------|------------------------------|---------------------|--------------------|
| College/Div/Centre | CHM | Dept/School/Section | RSPH |
| Position Title | Postdoctoral/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"/> | BIOLOGICAL MATERIALS | | |
| CHEMICALS | | | microbiological materials | <input type="checkbox"/> | <input type="checkbox"/> |
| hazardous substances | <input type="checkbox"/> | <input type="checkbox"/> | potential biological allergens | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens | <input type="checkbox"/> | <input type="checkbox"/> | laboratory animals or insects | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics | <input type="checkbox"/> | <input type="checkbox"/> | clinical specimens, including blood | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/carcinogens | <input type="checkbox"/> | <input type="checkbox"/> | genetically-manipulated specimens | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides | <input type="checkbox"/> | <input type="checkbox"/> | immunisations | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER POTENTIAL HAZARDS (please specify): | | | | | |

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| Supervisor's Signature: | | Print Name: | A/Prof Raymond Lovett | Date: | |
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