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| **College/Division:** | ANU College of Health and Medicine |
| **School/Centre:** | Research School of Population Health / National Centre for Epidemiology and Population Health |
| **Department/Unit:** | Chronic Disease Epidemiology Group |
| **Position Title:** | Fellow |
| **Classification:** | Academic Level C |
| **Position No:** | TBA |
| **Responsible to:** | Program Leader, Aboriginal and Torres Strait Islander Health Program (ATSIHP). |

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| **PURPOSE STATEMENT:**  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 Fellow will oversee a program of work aimed at quantifying the impact and outcomes of the Tackling Indigenous Smoking (TIS) Regional Tobacco Control Grants on smoking prevalence and other tobacco-related indicators among Aboriginal and Torres Strait Islander people. This position reports to the Program Leader, Aboriginal and Torres Strait Islander Health Program (ATSIHP). They 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:  Under the broad direction of the Program Leader, Aboriginal and Torres Strait Islander Health Program (ATSIHP), the Fellow’s duties will include:   * the conduct of independent research at a national or international level in which the academic may work as part of a team and the production of conference and seminar papers and publications from the research; * supervision of research-support and administrative staff involved in the staff member's research and where appropriate the supervision of the research of less senior research-only academic staff; * holding a key role in all aspects of higher level research projects including supervision of major honours or postgraduate research projects with some involvement in the development of research policy; * preparation of research proposal submissions and promotion of research links to external bodies at a national or international level; * responsibility for the oversight of financial management of grants; * significant involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise; * occasional contributions to the teaching program within the field of the staff member's research; * higher level research-related administrative functions; * 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 a major role in planning and committee work; * outstanding contribution to the discipline in which the research efforts of the academic are undertaken; * provide leadership through team development, mentoring and career development of academic staff and the performance management process; * undertake management responsibilities for an academic area; and * other duties as allocated by the supervisor or the Vice-Chancellor consistent with the classification of the position.   **Skill base**  **Level C**  A Level C Academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In determining experience relative to qualifications, regard is given to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or technical achievement. |

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| **SELECTION CRITERIA:**   1. A PhD, or equivalent, together with research knowledge and/or experience in epidemiology, biostatistics or a related discipline relevant to public health. 2. Extensive experience working with, and alongside, Aboriginal and Torres Strait Islander communities with the capacity to::    1. Demonstrate a thorough understanding of Aboriginal and Torres Strait Islander peoples and cultures;    2. Identify issues affecting Aboriginal and Torres Strait Islander peoples today; and    3. Communicate respectfully in a culturally sensitive manner. 3. Experience in the production of written work to the standard required for high-quality international peer reviewed journals. 4. A track record of successful supervising and graduating high quality PhD/Masters research students. 5. Ability to work effectively both independently and collaboratively with others in a research environment with people from diverse backgrounds and maintain effective relationships with staff and students at all levels. 6. Well-developed organisational skills, including the ability to manage priorities and multiple projects; and well developed oral and written communication skills. 7. Demonstrated ability to maintain the strictest confidentiality when dealing with sensitive data and an understanding of ethical principles relating to privacy and confidentiality. 8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context. |

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| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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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** | Fellow | **Classification** | Academic Level C |
| **Position No.** |  | **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.

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):** | | | | | | | | |