POSITION DESCRIPTION

POSITION TITLE: Research Fellow
DIVISION / SECTION: Wellbeing & Preventable Chronic Diseases
SUPERVISOR: Principal Research Fellow
CLASSIFICATION LEVEL: Academic Level B (RF1 – RF3)
SALARY RANGE: $95,670 - $101,955
STATUS (FTE): 0.6 - 0.8 FTE

NO. OF POSITIONS REPORTING DIRECTLY: Currently 0 but may vary depending on products
NO. OF POSITIONS REPORTING INDIRECTLY: Currently 0 but may vary depending on products

SUMMARY OF POSITION:

This position is part of a major program to understand and improve health services for Aboriginal and Torres Strait Islander Australians with cancer. The program has received major funding over 5 years from the National Health and Medical Research Council’s Centre of Research Excellence grant scheme and from Cancer Council NSW through its Strategic Research Partnership grant scheme. The position is based in the Well-being & Preventable Chronic Disease Division at the Menzies School of Health Research’s Brisbane Office.

The Research Fellow will assist in projects related to psychosocial aspects of cancer care for Indigenous cancer patients. This Research Fellow position may also develop, undertake and manage new research in related areas, in collaboration with the Program Leaders, the Research Program Manager and other key staff.

Key areas of research in the program that the Research Fellow may contribute to include:

- Supportive care needs of Indigenous cancer patients.
- Enhancing health professionals understanding, and assessment, of unmet supportive care needs of Indigenous Australians affected by cancer.
- Assessing the quality of life and patients experiences of Aboriginal and Torres Strait Islander women with gynaecological cancer.
- Any other related projects.

Capacity development is an explicit goal of the program, and Research Fellows will be supported in building their careers. Methodological and other training will be provided as appropriate, based on individual learning plans.

PRIMARY RESPONSIBILITIES:

1. In collaboration with the Program Leaders, design and conduct collaborative and independent research, data analysis and synthesis.
2. Undertake day to day management and conduct of research projects, as directed by the Program Leaders, under limited supervision, but in line with the agreed requirements of the relevant investigator team. This will also involve initial and ongoing consultation with key stakeholders.
3. Manage research databases, enter data if required, and undertake data analysis.
4. Produce/contribute to written and oral reports for a variety of audiences and settings, from academic journals and conferences, to policy reports and briefings, to plain language summaries, community meetings and media presentations for lay audiences.
5. Lead and/or contribute to the production of funding submissions and grant proposals.
6. Prepare and submit submissions to ethics committees as required.
7. Supervise or co-supervise more junior team members and postgraduate research students.
Depending on project requirements, supervision of research support staff in satellite locations may also be required.

8. Undertake financial management of grants, as appropriate.
9. Perform research-related administrative functions, including reporting to funding bodies, ethics committees and other institutions as required.
10. Participate actively in capacity building activities across the program to promote learning among team members and other stakeholders.
11. Participate in priority setting and planning processes and the development of effective research transfer strategies.
12. Participate actively in the annual Roundtables.
13. Undertake generic and specific developmental processes as negotiated with program and project leaders and supervisor(s).
14. Develop, enhance and participate actively in research links with outside bodies.
15. Any other tasks as reasonably required by the supervisor, manager and/or Director.

SELECTION CRITERIA:

Essential:

1. A PhD or equivalent in a health services or public health related field.
2. Post-doctoral experience which demonstrates a strong research track record relative to opportunity.
3. Initiative, good judgment and strong problem solving skills along with excellent organizational skills and attention to detail.
4. Demonstrated experience in project management including the ability to research and formulate options for complex issues.
5. Highly developed written and oral communication skills with an ability to interact effectively with a wide range of stakeholders and a demonstrated ability to present research findings in a clear and engaging way to academic, professional and community audiences, both orally and in writing.
6. Demonstrated ability to think analytically and critically as well as to synthesise relevant data in the stated area(s) of interest.
7. Demonstrated expert knowledge in research methods relevant to public/social health, health services and/or public policy.
8. Demonstrated ability to work under broad direction, as part of a multidisciplinary team and in collaboration with others.
9. Strong interest in the health and wellbeing of Indigenous Australians, and in health services and public health policy.
10. Use of a range of information technologies and applications, including internet, spreadsheets, word processing, and data analysis programs.
11. The ability to interact effectively with people from diverse cultures.
12. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. Relevant research and/or clinical experience in Aboriginal and Torres Strait Islander health.
2. Ability to undertake work-related travel from time to time.
3. Experience in staff management, including ability to train and mentor team members.

Approval:

A/Prof Gail Garvey

Signature  Date

A/Prof David Thomas

Signature  Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value RF 1 ($)</th>
<th>Maximum Value RF 3 ($)</th>
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<tr>
<td><strong>Gross Salary</strong> (position advertised as Academic Level B, RF1 - RF3)</td>
<td>$ 95,670.00</td>
<td>$ 101,955.00</td>
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<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 13,393.80</td>
<td>$ 14,273.70</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $15,900 salary packaging component plus the $2,550 Meal Entertainment Card.)</td>
<td>$ 10,717.56</td>
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<td><strong>Leave Loading</strong> (Payable on the last pay before Christmas (first year will be a pro rata payment))</td>
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<td><strong>Total Salary Package</strong></td>
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