



POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Associate Research Fellow / Research Fellow – Applied Statistics

Level: Level A or Level B

Faculty/Division: SSB Department/Location: Centre for Health Service Development

Primary Purpose of the Position:

Work as a member of a team responsible for the quantitative analysis components of projects undertaken by the Centre for Health Service Development including the preparation of reports, publications and other related advice as required.

Position Environment:

The Centre for Health Service Development is a self-funded research unit that undertakes research into methods to improve the management and provision of health services in Australia. Visit <https://chsd.uow.edu.au/>.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
1. As a member of a team participate in a range of tasks associated with Centre projects including; <ul style="list-style-type: none"> • Operate, under the guidance of senior staff, as a researcher on projects in the areas of casemix, economic priority setting and health management decision-making; • Contribute to sub-tasks within a team engaged in quantitative analysis of data from a range of health care organisations in Australia and overseas; • Assist with the collection, storage and retrieval of data used in projects and in the management and maintenance of project databases; • Provide support as directed to project clients and participating health and community service providers during the conduct of projects; • Conduct literature searches using electronic databases and the internet; • Assist with the preparation of applications for ethics approval for projects; • Contribute to the production of progress and final 	To contribute to ensuring project deliverables are achieved on time and within budget	

	centre project reports		
2.	Contribute to the development of recommendations based on the results of CHSD research projects	To contribute to ensuring CHSD research results have a positive impact on the Australian health care system	
3.	Under the guidance of senior Centre staff, contribute to conference papers and publications from research undertaken	To participate in the dissemination of research findings	
4.	Participate in other Centre activities as required by the position	To ensure appropriate participation in Centre activities	
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Ms Janette Green, Senior Research Fellow, Centre for Health Service Development
The position supervises the following positions:	Other members of the analysis team as required on identified projects
Other Key Contacts:	

Key Relationships:

Contact/Organisation:

Australian Government Department of Health and Ageing
State Departments of Health and Human Services

Purpose & Frequency of contact

To undertake commissioned research on an ongoing basis
To undertake commissioned research on an ongoing basis

Key Challenges:

1. Working with CHSD stakeholders on a range of research projects
2. Applying analytical skills to help solve practical problems with the health sector
3. Developing a good understanding of the Australian health system
4. Contributing to the academic output of the CHSD

SELECTION CRITERIA - Knowledge & Skills:

- Demonstrated research and conceptual skills
- Demonstrated skills and experience in the application of data analysis techniques
- High standard of oral and written communication skills, interpersonal skills and ability to liaise with other employees, Government and non-Government agencies and public and private sector health care organisations
- Ability to utilise spreadsheet, database and word processing applications
- A broad understanding of or interest in the Australian health care system

SELECTION CRITERIA - Education & Experience:

- Relevant degree with a strong statistical/mathematical component, preferably at postgraduate level. Relevant industry experience may be deemed equivalent to a postgraduate qualification
- Demonstrated experience in communicating technical concepts to lay audiences

SELECTION CRITERIA - Personal Attributes:

- Demonstrated ability to work individually and as a member of a multi-disciplinary team
- The ability to contribute as an effective team member including capacity to organise work and meet deadlines
- Ability to work effectively in an environment of multiple tasks, deadlines and frequent interruptions

Special Job Requirements:

The position entails some travel potentially to all Australian States and Territories and in some cases to regional and remote locations.

Organisational Chart:

See attached.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____



POSITION CLASSIFICATION STANDARD - Research Only

Level: A
Title: Associate Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level A research-only academic is expected to contribute towards the research effort of the institution, and to develop her/his research expertise through the pursuit of defined properties relevant to the particular field of research.

Specific Duties

Specific duties required of a Level A research-only academic may include

- The conduct of research under limited supervision either as a member of a team or, where appropriate, independently, and the production 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.
- Limited administrative functions primarily connected with the area of research of the academic.
- Development of a limited amount of 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).
- Experimental design and operation of advanced laboratory and technical equipment or 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/pr faculty meetings and/or membership of a limited number of committees.
- Advice within the field of the staff member's research to postgraduate students.
- A Level A research-only 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.

Skill Base

A Level A research-only academic will normally have completed four years of tertiary study in the relevant discipline or have equivalent qualifications or research experience. In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.



POSITION CLASSIFICATION STANDARD - Research Only

Level: B
Title: Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level B research-only academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research

Specific Duties

Specific duties required of a Level B research-only 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 members' research.
- Guidance in the research effort of junior members of research-only academic staff in his/her research area.
- Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to external funding bodies.
- 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 major 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 at departmental and/pr faculty meetings and/or membership of a limited number of committees.

Skill Base

A Level B research-only academic will normally have completed a doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.