

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written? New Position Replacement Position Position re-designed Position not previously described

POSITION DETAILS: **Position Title:** Senior Research Fellow – Making FASD History Strategy

Division: Disability **Department:** Alcohol and Pregnancy & FASD (AAP&FASD) Research Team

Position reports to: (role) Head, Alcohol and Pregnancy & FASD Research Team

Location: include all possible locations 100 Roberts Road Subiaco, requires regular outreach visits to the WA Kimberley and Pilbara, and occasional interstate travel

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what this role does and why**

The Senior Research Fellow – Making FASD History, will take a research leadership and research management role across established research projects in Fetal Alcohol Spectrum Disorder (FASD) Prevention, Diagnosis, and Therapy/support, within a broad strategy of work entitled ‘Making FASD History’.

The Senior Research Fellow will consolidate and manage to completion specific funded projects including: The Alert Program randomised –controlled trial (Fitzroy Valley 2015-2020); the BHP-and NHMRC-funded Making FASD History Strategy (Pilbara region 2015-2020); and the PATCHES Paediatrics Clinical Research Program (Perth/UWA, Pilbara, Kimberley, Northern Territory). These projects are funded to a total of \$7.5M (2015-2020), and involve approximately twenty research and support staff.

The Senior Research Fellow will lead processes to secure funding for ongoing expansion of the Making FASD History Strategy within Australia and through international collaborations.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

<p>Key Position Accountabilities What are the main areas for which the position is accountable</p>	<p>% of Total Role</p>	<p>Inputs: What are the key activities or tasks to be carried out?</p>	<p>Outputs: What are the expected end results?</p>	<p>Measures: How it is measured</p>
<p>Research leadership and management</p>	<p>50%</p>	<ul style="list-style-type: none"> • Work with the Head, Alcohol and Pregnancy & FASD Research Team to manage to completion all research projects on which he is the CIA or lead. • Provide line management to the AAP&FASD senior project coordinators; and supervision to students working on these research projects. • Oversee and support research team staff and students in all aspects of research study design, ethics applications, development of interventions and data collection instruments, research project implementation, data collection, data cleaning and management, data analysis, preparation of manuscripts and other dissemination reports, and budget management and acquittal. • Identify further funding opportunities and assist in the preparation and development of funding applications, specifically relating to expanding the Making FASD History strategy in other sites, with Telethon Kids Institute as a key research partner. 	<p>Excellent leadership and research management outcomes.</p> <p>All projects on track and within budget.</p> <p>All team members well supported, with professional development processes in place and within the Performance Development Review Process (GPS) framework.</p>	<p>All projects delivered to a high standard within timeframes and budgets, according to research protocols, ethics approvals, and Institute policies.</p> <p>Over 70% staff retention, with 100% compliance with staff policies and procedures.</p> <p>Secure funding for the establishment of the Make FASD History Strategy to one new region/site per year.</p>

<p>Publications and presentations</p>	<p>30%</p>	<ul style="list-style-type: none"> • Preparation of manuscripts for publication in national and international peer reviewed journals resulting from research outcomes of projects. • Write and review scientific content for reports and grant applications • Present research findings at national and international scientific forums. • Submissions and presentations to stakeholders including funding and advocacy/policy groups. 	<p>Publication record. Invited and selected conference presentations. Submissions and presentations that influence policy and practice.</p>	<p>6-10 peer reviewed publications in relevant journals produced by the teams per year. 2-4 presentations at National or international conferences per year. 1-2 submissions to regional or national inquiries, commissions, or policy development processes.</p>
<p>Student supervision</p>	<p>10%</p>	<ul style="list-style-type: none"> • Provide opportunities and create/use networks to attract students to the projects. • Oversee the recruitment and administration relating to on boarding students. • Assist in the supervision of research and/or medical students as required. 	<p>Regular meetings, feedback and support of students. Recruitment and retention of 2-3 new students per year across the projects.</p>	<p>Student feedback and performance evaluation by study leads. Students supervised and supported to completion within the minimum timeframe required.</p>
<p>Other tasks</p>	<p>10%</p>	<ul style="list-style-type: none"> • Any other tasks as reasonably required by the Head of the Alcohol and Pregnancy & FASD Research Team. • Develop further related research directions in FASD. 		<p>Performance evaluation by study leads</p>

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Doctoral qualification relevant to the health, health promotion, public health, epidemiology/statistics, or a related field. • Publication of at least 5 papers as first or senior author. • Postdoctoral experience and experience in research management and leadership of at least 3 years.
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Independent research in a relevant health or public health field • Demonstrated experience in collecting, analysing and interpreting a range of quantitative and qualitative data (e.g. interviews, observational data, document reports). • Experience undertaking fieldwork and research in a cross-cultural context. • Have an understanding of and respect for Aboriginal culture • Solid record of publication and conference presentations, and the ability to present research findings in a clear and engaging way. • High degree of computer literacy. • Highly developed oral and written communication/interpersonal skills. • Demonstrated ability to work as a member of a small team. • Demonstrated ability to lead and manage high performing researchers, students and support staff.
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
<p>Qualifications: what are the desirable educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Postdoctoral experience and experience in research management and leadership of at least 5 years.
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Quantitative, mixed-methods research and/or evaluation experience. • Knowledge of FASD. • Experience working closely with Aboriginal communities.

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- Yes.

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	Four	No. of indirect reports	Approximately ten
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ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Head Aboriginal
Research
Development

Immediate level of supervision

Head, AAP & FASD
Research Team

Other roles reporting to immediate supervisor

Program Manager –
Kimberley/Pilbara
FASD Research

Senior Research
Fellow – Making
FASD History

Direct reports (role x no.)

Research Officer –
Data Management

Research Officer –
FASD Interventions
Pilbara

Senior Research
Officer - Alert Study
Coordinator

Senior Research
Officer – Research
translation

Students as required

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

Additional notes

- This is a full-time fixed term position for 12 months initially, with an opportunity for annual renewal of the 12 month contract dependent on performance and future funding.
- Travel to remote sites will be required, approximately once per month. The position is based in Perth but the majority of project work conducted by the research team is in remote WA communities.
- Some afterhours work may be required.
- Line management responsibility will be introduced after 3-6 months in the role.