

## POSITION DESCRIPTION

<b>Job Title:</b>	Research Assistant
<b>Organisation Unit:</b>	Queensland Children's Medical Research Institute
<b>Reference Number:</b>	3022445
<b>Type of Employment:</b>	Full time, fixed term appointment for 12 months, with the possibility of reappointment subject to ongoing funding
<b>Classification:</b>	HEW Level 4 or 5 (dependent upon qualifications and experience)
<b>Remuneration:</b>	<p>A salary package consisting of:</p> <p>The remuneration package for <b>Hew Level 4</b> will be in the range of: \$47,622.33 to \$50,728.48 per annum base salary plus 9% employer superannuation contribution \$51,908.34 to \$55,294.04 per annum which includes 9% employer superannuation contribution</p> <p>The remuneration package for <b>Hew Level 5</b> will be in the range of: \$51,763.74 to \$57,974.90 per annum base salary plus 9% employer superannuation contribution \$56,422.48 to \$63,192.64 per annum which includes 9% employer superannuation contribution.</p> <p>Appointments on a short term contract basis qualify for 9% employer contribution; no member contribution will apply unless the member formally notifies Unisuper of a decision to do so (this may be salary sacrificed).</p> <p>Other options for salary sacrifice include a motor vehicle laptop computer, campus car parking and "in-house" benefits</p>
<b>Further Information:</b>	Ms Roxanne Jemison on 07 3636 9690 or email <a href="mailto:r.jemison@uq.edu.au">r.jemison@uq.edu.au</a>

## BACKGROUND

### Organisational Environment

UQ is a research-intensive university with the Faculty of Health Sciences playing a major role in UQ's health research and education agenda. Research programs are well developed in each of the Faculty's schools and research centres. The Faculty has a major presence at the Herston site, which is home to the Schools of Medicine, Dentistry and Population Health, the University of Queensland Centre for Clinical Research (UQCCR) and is co-located with Royal Brisbane and Women's Hospital (RBWH), the Royal Children's Hospital (RCH), the Queensland Children's Medical Research Institute (QCMRI), and the Queensland Institute for Medical Research (QIMR).

The Queensland Children's Medical Research Institute is a newly formed research institute developed as a partnership between the Queensland Children's Health Services District, the Royal Children's Hospital Foundation and the University of Queensland.

The QCMRI aims to enhance the care of sick children, find new treatments, promote health and prevent illness through high quality research and innovation. In support of this mission, QCMRI's goals can be further defined as:

- To undertake outstanding child and adolescent focused research;

- To translate our research into tangible and improved health outcomes for children and adolescents;
- To deliver economic and social benefits to the state of Queensland and Australia;
- To create and foster a collaborative research environment to attract, develop and retain the best research and health care professionals; and
- To campaign and influence where possible for research and training to be recognised as being inextricably linked to excellence in health care delivery.

This post will be based with Professor Sly and his Inflammatory Airways Disease team and will focus on research into mechanisms underlying these disorders in children and strategies to prevent them.

## **DUTY STATEMENT**

### **Primary Purpose of Position**

The purpose of this role is to assist in the development of a clinical research program in inflammatory airways diseases in children. The role will involve direct interaction with children and their families, explaining and recruiting them into clinical studies, collecting biological samples and ensuring timely transport to the laboratory for processing.

### **Duties**

Duties and responsibilities include, but are not limited to:

- Work with the Program Director and senior research staff to maintain and advance a highly efficient, innovative and productive clinical research program
- Data analysis and presentation
- Comply with the Children's Health Service District Code of Conduct
- Perform other duties as directed

### Other

- Comply with the University's Code of Conduct (see the University's web site at <http://www.uq.edu.au/staff/employment/>)

### Occupational Health and Safety:

- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or School.

### **Reporting Relationships**

Reports to Professor Peter Sly

## **SELECTION CRITERIA**

### **Qualifications**

#### Essential:

- Completion of a diploma level qualification with relevant work related experience (HEW Level 4)
- Completion of a degree in a biological science or health-related discipline and research experience in a clinically-related discipline (HEW Level 5) or
- An equivalent combination of relevant experience and/or education/training

## **Experience**

### Essential:

- Research experience in a clinically-related discipline.

### Desirable:

- Research experience working with families and children
- Experience with collection of biological specimens

## **Knowledge, Skills and Abilities**

### Essential:

- Demonstrated ability to work as part of a team.
- Demonstrated initiative and ability to work independently.
- Position involves interaction with children and families. Therefore you will require a working with children (Blue card) check.

## **Relevant Personal Qualities**

### Essential:

- Motivated, well organised individual with good communication skills.
- Enthusiasm for research into childhood diseases and a desire to be part of a productive scientific team dedicated to advancing understanding and treatment of these diseases is sought.
- Reliability, consistency and dedication to the scientific enterprise.

## **Information for Prospective Staff**

Information about the University, State of Queensland, living in Brisbane and employment at the University is at the University's web site. (<http://www.uq.edu.au/>) For a comprehensive guide to family friendly work practices and services visit the Work and Family web site at <http://www.uq.edu.au/equity/index.html?page=11661>

## APPLICATION

Applications must consist of the following:

1. Covering Letter. The covering letter should include the vacancy reference number, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons for your interest in the position.
2. Resume or Curriculum Vitae. A resume is a brief history of your employment and experience that covers the following areas:
  - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended;
  - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements; and
  - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. Selection Criteria. A statement addressing how each of the selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

### Applications are to be sent to:

Ms Roxanne Jemison  
QCMRI  
Level 4, Foundation Building  
RCH  
Herston, 4029

OR email: [r.jemison@uq.edu.au](mailto:r.jemison@uq.edu.au)

### Please note:

- Applications should be typed;
- Do not send applications that are bound or enclosed in plastic or manilla folders;
- Simply staple the application at the top left hand corner; and
- Retain a copy for your reference because the University does not return copies to applicants.

## SELECTION PROCESS

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the Selection Committee to substantiate your claims against the selection criteria or demonstrate your capabilities. Please note that for some positions interviews may be conducted by teleconference in the first instance.

The Selection Committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or for academic staff, in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will receive a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.

**The University of Queensland is an equal opportunity employer.**

Smoking is prohibited in all University buildings.

19/02/10