



## POSITION DESCRIPTION

### RESEARCH FELLOW SA COMMUNITY HEALTH RESEARCH UNIT- SOUTHGATE INSTITUTE

<b>Vacancy Reference No:</b>	12020
<b>Major Cost Centre:</b>	Faculty of Health Sciences
<b>Organisational Unit:</b>	Southgate Institute for Health, Society and Equity (Flinders Prevention, Promotion & Primary Health Care), School of Medicine
<b>Classification:</b>	Research Academic Level B
<b>Salary Range:</b>	\$76 188 to \$90 471 pa full time
<b>Superannuation:</b>	Employer contribution of 9% of salary
<b>Total Remuneration Package:</b>	\$83 045 to \$98 613 pa The total remuneration package includes salary and employer superannuation contributions.
<b>Employment Type:</b>	Fixed-term, full-time (available for 4½ years)
<b>Probation:</b>	It is standard University practice to apply a probationary period to all appointments.
<b>Supervisor (Title):</b>	Director, SACHRU
<b>Closing date:</b>	11.00am, Monday 13 February 2012

#### KEY PURPOSE

To assist Chief Investigators and other members of the research team with the implementation of 'Does a Health in All Policies approach improve health, well-being and equity?' This project is designed to evaluate the implementation of the South Australian Government's Health in All Policies initiative. It will do this with reference to social and political theory concerning the uptake of innovative policies.

#### ORGANISATIONAL ENVIRONMENT

The South Australian Community Health Research Unit (SACHRU) contributes to improving the health of South Australian communities through assisting primary health care workers to undertake quality research and evaluation and conducting research to improve the effectiveness of primary health care.

SACHRU provides support to a range of groups including community health services, government departments administering grants programs, community organisations, and others conducting primary health care projects, such as hospitals, and non-government organisations. Core funding is provided by SA Health and attracts funds

from other sources for projects, consultancies, conferences and workshops. SACHRU is administered through Flinders Prevention, Promotion and Primary Health Care, School of Medicine, in the Faculty of Health Sciences, Flinders University and is a core unit of the Southgate Institute of Health, Society and Equity. The Southgate Institute focuses on research on the social determinants of health and health equity and conducts a range of research including on primary health care, health promotion, work and health, housing and health, stigma and discrimination.

### **KEY RESPONSIBILITIES**

The key responsibilities and selection criteria identified for this position should be read in conjunction with the Flinders University Academic Profiles for the relevant academic classification, available at

<http://www.flinders.edu.au/ppmanual/staff/acprofiles.html>

- Provide day-to-day project management for the NH&MRC funded “Does a Health in All Policies approach improve health, well-being and equity?” under the strategic direction of the project’s chief investigators
- Maintain accurate and comprehensive project documentation
- Ensure ethics committee requirements are complied with
- Contribute to the literature review
- Maintain effective relationships with all the government partners involved in Health in All Policies initiatives
- Assist with the development of data collection tools
- Collect and analyse routine service data as appropriate to the project
- Conduct focus group and individual interviews with the range of players involved in Health in All Policies initiative
- Play a major role in the organisation of the Annual Research Fora and final International Research Colloquium planned as part of the project
- Provide executive support to the Project Advisory Group
- Produce electronic newsletters and maintain a project website
- Ensure project reporting requirements to the NH&MRC are completed on time and accurately
- Contribute to reports and academic writing
- Other duties as required

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

The Research Fellow is expected to promote and provide a safe working environment for students, staff and visitors with attention to the requirements of the Occupational Health Safety and Welfare (OHSW) Act, the Workers Rehabilitation and Compensation Act, University OHSW and Injury Management policies and Equal Opportunity Acts applicable to the State in which the position is located. Specific responsibilities are detailed at:

<http://www.flinders.edu.au/ppmanual/ohsw/OHSWPP.html#responsibilities>

[http://www.flinders.edu.au/equal-opportunity/tools\\_resources/legislation.cfm](http://www.flinders.edu.au/equal-opportunity/tools_resources/legislation.cfm).

### **SUPERVISION PROVIDED TO OTHERS**

This position has no supervisory responsibilities for either general or academic staff.

### **WORKING RELATIONSHIPS**

The incumbent will work closely with Chief Investigators and Associate Investigators for this project. This includes a team of researchers at SACHRU, other researchers

within Australia and overseas, and health services managers. The team of investigators includes research staff at Flinders University and staff employed by the South Australian Government.

### **UNIVERSITY EXPECTATIONS**

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Occupational Health and Safety* and *Equal Opportunity* policies.

### **ADDITIONAL REQUIREMENTS**

Incumbent may be required to travel interstate. Must hold a driver's licence and be willing to drive.

### **SELECTION CRITERIA**

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

#### **Essential criteria**

1. Either a PhD in area of direct relevance to healthy public policy OR a degree with relevant experience and at least 4 peer reviewed publications relevant to understanding and interpreting policy implementation processes
2. Demonstrated understanding of the processes of inter-sectoral public and/or health policy development in the Australian context
3. Excellent communication skills including ability to communicate with community members, Indigenous people, senior policy makers and people from a variety of backgrounds
4. Sophisticated understanding of quantitative and qualitative data collection and analysis
5. Experience in conducting interviews
6. Demonstrated high level of academic writing skills
7. Demonstrated experience in managing a major research project over a minimum of two years.

#### **Desirable criteria**

1. Knowledge of the South Australian Health in All Policies initiative
2. Experience working with Indigenous communities
3. Experience in working on a complex project
4. Experience in working with government on policy issues.

### **SELECTION OF CANDIDATES**

Candidates will be evaluated on merit against all of the various components that make up this Position Description. Assessment will take into account all information that is determined to be appropriate, e.g. written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

### **INFORMATION FOR PROSPECTIVE STAFF**

All intending applicants should read the *Essential Information for Applicants*, available at url: <http://www.flinders.edu.au/employment/app.php>. If you are unable to access this information on the website, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide, and employment at the University is available at url: [http://www.flinders.edu.au/employment/why-work-flinders/why-work-flinders\\_home.cfm](http://www.flinders.edu.au/employment/why-work-flinders/why-work-flinders_home.cfm).

### **CONTACT DETAILS**

For further information about the position contact Professor Fran Baum, by email [fran.baum@flinders.edu.au](mailto:fran.baum@flinders.edu.au) or phone (08) 7221 8410.

Candidates are encouraged to discuss the position with the contact person before sending in a written application.

### **SUBMITTING AN APPLICATION**

E-recruitment is the method by which Flinders University now manages its recruitment process. Applications should be lodged on-line at [Jobs@Flinders](mailto:Jobs@Flinders) at url: <http://www.flinders.edu.au/employment>. For details of the on-line application process, please refer to [Jobs@Flinders - How to Apply](#) available at url: <http://www.flinders.edu.au/employment/apply.cfm>.

Please do **not** forward applications to the Contact Person.

**Name of Authorising Officer:** Professor Fran Baum  
**Name of Authorising Officer in Human Resources:** Helen Cradock (LD)  
**Date of last update:** January 2012