

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> <b>POSTDOCTORAL RESEARCH FELLOW – AUTISM RESEARCH</b>		
<b>Division:</b>	Autism Research	<b>Department:</b>	Research Team	
<b>Position reports to: (role)</b>	Program Manager, Autism Research Team (Dr Kiah Evans)			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco Western Australia			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The Autism Research Team at the Telethon Kids Institute is seeking applications from enthusiastic and ambitious early-career researchers for the position of postdoctoral research fellow. The successful applicant will contribute to the autism research program conducted at the Telethon Kids Institute (Perth, Australia) on behalf of the Cooperative Research Centre for Living with Autism (Autism CRC). In collaboration with research groups around Australia and internationally, the research group uses a range of techniques (e.g. community consultation, EEG, eye-tracking, biological investigations) to develop new methods for identifying, assessing and diagnosing children with autism in early life, and trial early intervention techniques. Previous research outputs by the team can be found at: <a href="https://autism.telethonkids.org.au/publications/">https://autism.telethonkids.org.au/publications/</a>. The successful applicant will have the opportunity to engage with, and build on, the existing research program and datasets, as well as develop their own research interests related to autism.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research</b>	70	<ul style="list-style-type: none"> <li>• Participate in research investigating innovative methods for assessment of individuals with autism</li> <li>• Undertake project management activities, including: <ul style="list-style-type: none"> <li>a) Contribute to planning, design and approval of project</li> <li>b) Develop and deliver training and mentoring program</li> <li>c) Undertake and/or coordinate completion of research tasks</li> <li>d) Collect and analyse data</li> <li>e) Monitor and report on research progress</li> <li>f) Facilitate the translation of research into practice</li> </ul> </li> <li>• Establish close working relationships with other research groups around Australia and internationally to ensure the completion of the above two duties</li> <li>• Further other research interests related to ASD</li> <li>• Undertake internationally competitive and high quality research in the subject area</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of allocated research project</li> <li>• Development of an independent program of research related to ASD</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness of achieving project milestones</li> <li>• Willingness and ability to secure funding to develop independent research program</li> <li>• Quality of research output</li> </ul>
<b>Research Administration</b>	10	<ul style="list-style-type: none"> <li>• Generate and maintain standard operating procedures</li> <li>• Curate relevant databases</li> <li>• Manage scheduling system</li> <li>• Manage expenses, budgets and finance reports</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate and maintain effective team organisation and communication</li> </ul>	<ul style="list-style-type: none"> <li>• Relevance of standard operating procedures</li> <li>• Keep projects within budget</li> <li>• Timeliness to complete administrative duties</li> </ul>
<b>Teaching and Leadership</b>	10	<ul style="list-style-type: none"> <li>• Propose research projects for postgraduate students</li> <li>• Supervise and mentor staff and students (higher degree and honours)</li> <li>• Lead and maintain a harmonious research team</li> </ul>	<ul style="list-style-type: none"> <li>• Provide mentorship and training in ASD</li> <li>• Foster a positive and productive team environment</li> <li>• Ensure the learning, development and growth of staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Harmonious and motivated work environment</li> <li>• Feedback from team members and collaborators</li> </ul>

<b>Community Engagement</b>	10	<ul style="list-style-type: none"> <li>• Build networks with community members, researchers, health care providers, peak bodies and policy makers working in related areas</li> <li>• Lead consumer and community participation activities</li> </ul>	<ul style="list-style-type: none"> <li>• Active local, national and international conference, seminar and workshop participation</li> <li>• Form networks and collaborations</li> </ul>	<ul style="list-style-type: none"> <li>• Quality and quantity of relationships with community members, researchers, health care providers, peak bodies and policy makers in the ASD community.</li> </ul>
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### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>• PhD or equivalent in area relevant to ASD</li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge of ASD research and related methodologies</li> <li>• Ability to administer psychometric assessments relevant to ASD</li> <li>• High-level written and oral communication skills, including a track record in scientific publications and presentations.</li> <li>• Experience in the submission of grants and ethics applications</li> <li>• Demonstrated ability to manage research projects and meet deadlines</li> <li>• Capacity to supervise higher research degree students</li> <li>• Ability to work effectively as part of a broad, multidisciplinary team that spans several sites</li> <li>• ‘National Police Clearance’ and ‘Working with Children Check’ prior to commencement will be mandatory (not necessary to obtain at the time of job application)</li> </ul>

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>• Registered occupational therapist</li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Clinical experience in a pediatric setting</li> <li>• Ambition to become an independent researcher in the ASD field</li> <li>• Database creation and management</li> <li>• Experience with qualitative and quantitative data collection and analysis techniques</li> </ul>

**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	4 (depending on project phase and FTE)	No. of indirect reports	0
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Program Head  
(Professor Andrew Whitehouse)

Immediate level of supervision

Program Manager  
(Dr Kiah Evans)

Other roles reporting to immediate supervisor

Clinical Service Manager	Program Manager	Postdoctoral Research Fellow	Other Postdoctoral Research Fellows	Research Officer Coordinator	
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Direct reports (role x no.)

	Research Assistant(s) (potentially)	Postgraduate Student(s) (potentially)	Volunteer(s) (potentially)		
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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

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