

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	Postdoctoral Research Fellow, Australian Research Council Centre of Excellence for Children and Families over the Life Course		
Division:	Brain & Behaviour	Department:	Human Capability Team	
Position reports to: (role)	Professor Cate Taylor, Senior Principal Research Fellow			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
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 purpose is to conduct and disseminate research addressing the Life Course Centre aims. This includes PhD student supervision, applying for funding and the collection and analysis of quantitative or qualitative data. The position will assist in establishing and maintaining research partnerships across the Life Course Centre nodes, working with partners in policy and practice and knowledge transfer activities such as contributing to the Annual Report, writing Working Papers and contributing to Centre policy and position papers. The position may be required to facilitate workshops and undertake other professional tasks associated with the Life Course Centre.				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Research	80%	<p>Initiate research projects</p> <p>Develop research collaborations</p> <p>Disseminate research findings</p> <p>Supervise PhD students</p>	<ul style="list-style-type: none"> • Write and submit research proposals • Apply for research funding • Lead research projects to completion • Participate in research projects led by colleagues • Number of student enrolments 	<ul style="list-style-type: none"> • Number of research proposals submitted • Number of successful funding applications • Number of research projects completed • Number of publications • Number of conference presentations • Number of presentations to partners in policy and practice • Number of media releases • Number of student completions
Collaboration	10%	<p>Develop productive collaborations and networks with LCC researchers, collaborators, and partners within and across LCC nodes.</p>	<ul style="list-style-type: none"> • Participate in LCC and LCC UWA Node activities • Inter-state travel 	<ul style="list-style-type: none"> • Number of activities • Number of meetings • Number of professional development activities
Operations	5%	<p>Assist LCC researchers, collaborators, and partners in efficient and effective operations for the LCC</p>	<ul style="list-style-type: none"> • Assist with operations 	<ul style="list-style-type: none"> • Number of LCC KPIs met
Capacity building	5%	<p>Contribute to LCC capacity building, engagement, impact and governance activities.</p>	<ul style="list-style-type: none"> • Participate in activities 	<ul style="list-style-type: none"> • Number of LCC KPIs met

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- PhD relevant to the Life Course Centre in in the disciplines of psychology, social sciences, public health or economics

Skills, Knowledge & Experience:

- A clear research career development strategy
- Publications in peer-reviewed journals (including first-author publications)
- Presentations at national and international conferences
- High-level written, visual and oral communication skills
- Strong analytical abilities and knowledge of quantitative and qualitative data analysis methods
- Demonstrated ability to coordinate; set goals, develop priorities and meet deadlines
- Demonstrated ability to contribute to project planning and coordination
- Demonstrated ability to work independently on specified projects
- Experience working effectively as a part of a multidisciplinary team, including external collaborations
- Peer review contributions to journal publications
- National Police Clearance

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:

- Research grant success
- PhD supervision experience
- Research staff supervision experience
- Networks with policy and practice
- Expertise and experience in the use of state-based administrative and/or national research data assets (e.g., Longitudinal Study of Australian Children)

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No

No. of direct reports

None

No. of indirect reports

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

LCC Deputy Director

Immediate level of supervision

LCC CI

Other roles reporting to immediate supervisor

		LCC Postdoctoral Research Fellow			
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Direct reports (role x no.)

		None			
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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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