

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



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| 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: | KIMBERLEY POST-DOCTORAL FELLOWSHIP | |
| Division: | Aboriginal Health Research Focus Area | Department: | Aboriginal Health & Wellbeing |
| Position reports to: (role) | Team Leader, Aboriginal Health & Wellbeing | | |
| Location: <i>include all possible locations</i> | Telethon Kids Institute Broome office or a mutually agreed alternative location in the Kimberley or Perth Regions | | |
| POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why | | | |
| <p>The Telethon Kids Institute has created a full-time post-doctoral fellowship position to be based in our Broome office to respond to requests from Aboriginal communities in the Kimberley and other stakeholders for research in the area of improving the social and emotional wellbeing of Aboriginal children and/or young adults in the Kimberley.</p> <p>Working with Aboriginal communities and other stakeholders, the fellow will develop a program of research that builds the evidence base of what works in the Kimberley to improve the outcomes for Aboriginal children and families.</p> <p>Fellows will lead, design, conduct and translate relevant research projects, including evaluations. Developing and maintaining strong relationships with stakeholders, including Aboriginal Elders, community members and relevant services is a key component of this work.</p> | | | |

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> |
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| <p>Research</p> | <p>55</p> | <ul style="list-style-type: none"> • In collaboration with Elders, community members, and other Kimberley stakeholders, lead and develop a program of research to achieve improved outcomes in social and emotional wellbeing of Aboriginal children and/or young adults in the Kimberley • Lead, manage and conduct research studies related to that program of research. Possible research studies include evaluations, formative research, pilot projects and larger studies utilizing qualitative and/ or quantitative methods • Manage all aspects of research studies including consultation and co-design, obtaining ethics, consent processes, secure data storage/ management and analysis • Write up results in peer reviewed publications • Ongoing review of literature for SEWB of Aboriginal children, young people, adults and families, keeping up to date with new and current findings • Participate at research meetings and seminars for ongoing continuing education • Collaborate with other researchers and key stakeholders • Seek and apply for grant/fellowship funding for research studies/ program | <ul style="list-style-type: none"> • Successful completion designated studies • Appropriate interpretation of results and reporting of scientific findings • Publishing journal articles and research reports • Keeping up to date with latest research findings • Securing grants and fellowships • Conference attendance | <ul style="list-style-type: none"> • Completion of studies in timely manner • Development of new evidence • Number and value of grants/fellowships obtained • Positive feedback from team members and collaborators |

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| Knowledge Transfer/Research Output | 25 | <ul style="list-style-type: none"> • Develop and maintain strong working relationships with key stakeholders, including Aboriginal Elders, community members, relevant service providers, policy makers and community groups • Share knowledge and experience with Kimberley stakeholders, networks and research colleagues • Facilitate and lead the translation of research findings, for example into clinical practice, service delivery and to Aboriginal communities and community members • Write research publications and submitting to high impact peer-reviewed journals • Write community information sheets and developing multimedia products to share and translate findings for Aboriginal community members (as relevant) • Present findings at local, national, and international conference and scientific meetings | <ul style="list-style-type: none"> • Changes to service practice • Published journal articles • Community information products • Participation at relevant meetings, conferences and seminars • Engagement with community representatives | <ul style="list-style-type: none"> • Published journal articles • Participation at relevant meetings, conferences and seminars • Engagement with stakeholders and Aboriginal communities • Community information products |
| Project Management | 10 | <ul style="list-style-type: none"> • Develop and implement a timeline for delivery of project activities and submissions • Monitor and report on the progress of projects and be able to recognise barriers and risks, and look for effective solutions | <ul style="list-style-type: none"> • Effective and timely communication with relevant grant, ethics and other administrative bodies | <ul style="list-style-type: none"> • Communication of timelines to investigators, community and stakeholders. • Meeting timeline deadlines. |
| Leadership and Supervision | 10 | <ul style="list-style-type: none"> • Train, supervise, and mentor future research students and staff • Participate in team meetings, providing constructive feedback on research projects, ideas and presentations of other team members | <ul style="list-style-type: none"> • Expand supervision skills and experience in mentoring students and staff • Contribute to other research projects and team activities | <ul style="list-style-type: none"> • Positive feedback from students and staff, chief investigators and collaborators |
| ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE: | | | | |
| Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role | | <ul style="list-style-type: none"> • PhD or Equivalent | | |

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| <p>Skills, Knowledge & Experience:</p> | <ul style="list-style-type: none"> • Developing track record relative to opportunity in a relevant field • Experience in relevant research and related methodologies • Knowledge and understanding of local Aboriginal culture and community dynamics • Well-developed interpersonal verbal and written communication skills • High-level written and oral communication skills, including scientific publications and presentations • Experience in the writing grants and ethics applications • Capacity to supervise students • Strong planning and organisational skills and attention to detail, including a demonstrated ability to set goals, manage multiple priorities and meet deadlines • Demonstrated ability to work independently and also work cooperatively as part of a multidisciplinary, geographically dispersed team | | |
| DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE: | | | |
| <p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p> | | | |
| <p>Skills, Knowledge & Experience:</p> | <ul style="list-style-type: none"> • Experience delivering research skills training and/ or training community researchers • Experience with participatory action research or community development approaches | | |
| SCOPE: | | | |
| <p>Financial accountability: Does this role have accountability for a budget?</p> | | | |
| <ul style="list-style-type: none"> • Yes | | | |
| <p>People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?</p> | | | |
| <p>No. of direct reports</p> | <p>1-2 Future PhD or other students</p> | <p>No. of indirect reports</p> | |

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

Next level of supervision

Director
Telethon Kids
Institute

Immediate level of supervision

Head of Aboriginal
Health & Wellbeing

Other roles reporting to immediate supervisor

Kimberley Post-doctoral Fellow

Kimberley Post-doctoral Fellow

Direct reports (role x no.)

Future post grad/ PhD students/ community researchers

Future post grad/ PhD students/ community researchers

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

Preference for a full-time Broome-based position for 3-years, with the aim that Fellows will have secured grant funding and/or other fellowships to continue past that period. These fellowships are supported by a philanthropic donor and will be named.