



Associate Professor (Level B) Commissioned Research Lead

Position Description

The duties and responsibilities of this position may include each of the itemised activities with specific expectations negotiated from time to time with the Executive Dean/ Head of Academic Unit.

INTRODUCTION

Associate Professors (Level B) are expected to make an outstanding contribution to all activities of the IEBH/ Faculty/ School and the University and plays a significant role within their profession or discipline and has attained recognition at a national and international level. They are expected to play a major role and provide leadership in research, scholarship and academic administration Institute for Evidence-Based Healthcare (IEBH) <https://bond.edu.au/iebh>, the Faculty of HSM and University. An **Associate Professor (Level B)** on appointment is equivalent to an experienced Senior Lecturer in comparable public universities.

The **Associate Professors (Level B)** will be responsible for attracting and delivering commissioned research work within the Institute for Evidence-Based Healthcare (IEBH). This includes leadership and management of evidence-synthesis research projects, both grant and contract based. They will work on with the development of external grants and contract proposals, and be expected to lead this work. They will lead the relevant projects teams for each evidence synthesis project. This will include supervising and coordinating, research assistants, statistician, epidemiologists, and clinicians.

REPORTING LINE

This position reports to Director & Research Professor, IEBH - Faculty of Health Sciences & Medicine.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of an **Associate Professor (Level B)** include, but are not limited to:

RESEARCH AND SCHOLARSHIP

- Identify, secure, manage and deliver commissioned research opportunities
- Lead and manage evidence synthesis projects, both grant and commissioned research
- Maintain a record of publication in top ranked and other research and scholarly journals and other forms of publication and recognition of that record within the research community
- Contributing to developing, mentoring and providing feedback to junior researchers
- Manage budgets, coordinate teams and stakeholder expectations in relation to commissioned research

- Making a significant and original contribution to research and scholarship which expands knowledge or practice.
- Providing a continuing high level of personal commitment to, and achievement in, a particular scholarly area and as a result, generating high level research outcomes.
- Participating in research projects and research teams (where appropriate).
- Succeeding in applications for research funding, whether individually or as part of a team.
- Supervising the program of study for honours students and postgraduate students undertaking research projects.
- Contributing to the strategic vision of the IEBH Faculty and University including in the policy development, management and review of research.

TEACHING AND LEARNING

- Assist with training in evidence, synthesis methods via workshops and postgraduate education
- Supervise postgraduate and honours research students
- Initiating and contributing to scholarly activities that influence and enhance learning and teaching in the University
- Providing respect and support for the development of students as individuals and thereby contributing to creating the unique Bond experience for students in their learning
- Making a significant original and innovative contribution to the advancement of teaching and Conducting workshops, webinars, demonstrations, and other appropriate learning activities as required within IEBH.
- Providing approaches to learning that influence, motivate and inspire students and participants to learn.

SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS

- Within the IEBH/Faculty/ School/ Academic Unit and/or University, making a significant contribution to two or more of and taking a leadership role in at least one of:
 - Contribution to the Executive leadership of the IEBH
 - A significant aspect of promotion, marketing, and recruitment activities;
 - Extra-curricular educational activities that impact on employers and/or the wider community;
 - A significant aspect of alumni and/or development activities;
 - Management and administration of a major aspect of the Faculty/ School/ Academic Unit's teaching, research or student service activities;
 - A significant Centre; and
 - Management and administration of a significant area (eg, teaching and learning, student support and administration, postgraduate programs, quality assurance) across the Faculty/ School/ Academic Unit and/or University.
- Making a contribution to the profession and/or discipline including:
 - contributing to relevant professional societies and to the community; and
 - developing and participating in short courses, seminars and conferences programs as appropriate.
- Making an outstanding contribution to the governance and collegiate life internally and externally to the University.
- Adhering to Faculty/ School/ Academic Unit and University policies and procedures and contributing to review of existing policies and procedures and development of new policies and procedures.

- Contributing significantly to Faculty/ School/ Academic Unit meetings and serving on committees as required.
- Contributing to the financial viability and success of the Faculty/ School/ Academic Unit and University.

OTHER DUTIES AS DIRECTED

Under the direction of the Executive Dean/ Head of Academic Unit, you may be required to complete the 'Foundations of University Learning and Teaching' subject conducted by Bond University.

The staff member may seek and/or the Executive Dean/ Head of Academic Unit may allocate additional duties within a staff member's skill, competence and training.

TEACHING LOAD

If applicable, a teaching load in an appropriate content area may be negotiated with the Director of IEBH.

RELEVANT EDUCATIONAL QUALIFICATIONS

An **Associate Professor (Level B)** must have a doctoral qualification or the equivalent in the relevant discipline.

UNDERSTANDING OF QUALITY ASSURANCE

Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.

Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes

UNDERSTANDING OF CULTURAL SENSITIVITY

Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of for a professional working relationship.

Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

UNDERSTANDING OF WHS RESPONSIBILITIES

Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.

All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.

Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).