



## **Assistant Professor (Level A) 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**

An **Assistant Professor (Level A)** is an experienced academic and broadly equates to the level expected of a Senior Lecturer in a comparable Australian university. An **Assistant Professor (Level A)** is expected to make a significant contribution research, teaching and service in the Institute for Evidence-Based Healthcare (IEBH) <https://bond.edu.au/iebh>, the Faculty of HSM and University at a national level. They are also expected to maintain and develop activities relevant to their profession or discipline.

The Assistant Professor (Level A) 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 some, but not all. They will coordinate 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 **Assistant Professor (Level A)** include, but are not limited to:

#### **RESEARCH AND SCHOLARSHIP**

- Identify, secure, manage and deliver commissioned research opportunities
- 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

## **SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS**

- Within the IEBH/Faculty and/or University, making a contribution to two or more of and taking a significant 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, postgraduate programs, quality assurance, large award program) 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.
- Engaging in professional activities appropriate to the profession.
- Adhering to Faculty/ School/ Academic Unit and University polices.
- Contributing 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 **Assistant Professor (Level A)** must have a doctoral qualification or the equivalent qualification 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).