Institute for Evidence-Based Healthcare

Post-Doctoral Research Fellow

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 Chief Investigator of the specified research project.

INTRODUCTION

A **Post-Doctoral Research Fellow** is expected to make a significant contribution towards the research efforts of the Institute for Evidence-Based Healthcare and the University, and to engage in activities that develop their research, scholarly and professional expertise in their field/discipline under the guidance and support from more senior academic staff.

DESCRIPTION OF PROJECT AND POSITION

The primary duties of this position will be to contribute to research activities consistent with those of a Post-Doctoral Research Fellow for research being conducted as part of Professor Tammy Hoffmann's NHMRC Investigator Grant research program.
This research is focused on understanding and facilitating evidence-based healthcare, with a particular focus on improving healthcare decision-making by clinicians and patients.
The research will involve a combination of primary research (quantitative and qualitative) and evidence syntheses such as systematic reviews. Research will involve developing and evaluating strategies and tools to support shared decision-making, particularly for decisions involving low-value healthcare.

REPORTLING LINE

This position reports to Professor Tammy Hoffmann.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of a **Post-Doctoral Research Fellow** include, but are not limited to:

KEY RESPONSIBILITIES ASSOCIATED WITH THE POSITION:

- Conduct research activities under the guidance of a project leader, at times

independently, and, as a member of a team.
- Contribute to the production of publications and conference papers from the body of research, and subject to availability of funds, presentation of the research.
- Collection of data, their analysis, management and interpretation.
- Addressing ethical requirements.
- As requested, support junior researchers and research students.

RESEARCH AND SCHOLARSHIP

- Being actively involved in research and scholarship, and as a result, developing a record of publication in research and scholarly journals and other forms of publication.
- Participating in research projects and research teams.
- Developing a record of participation in applications for research funding, whether individually or as part of a team.
- Participating in development opportunities to improve research and supervision skills.
- The role may involve the supervision of HDR, Masters students and research assistants.

SERVICE, ADMINISTRATION AND PROFESSIONAL CONTRIBUTIONS

- Be actively involved in professional and community service.
- Participate in promotion and marketing activities as required.
- Contribute to Institute and/or faculty meetings and serve on committees as required.
- Work within university and faculty policy and procedures, as amended from time to time.
- Providing academic and administrative support to the Institute and University as required.

OTHER DUTIES AS DIRECTED

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

RELEVANT EDUCATIONAL QUALIFICATIONS

A **Post-Doctoral Research Fellow** is expected to have completed a PhD in a relevant field of study.

QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role.

Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.

CULTURAL SAFETY, INCLUSION AND RESPECT

Demonstrate respect for diversity and contribute to a culturally safe, inclusive and discrimination free workplace.

Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples.

Comply with University policies and applicable anti-discrimination and workplace behaviour legislation.

Participate in relevant training or development activities that support cultural safety and inclusive practice.

WORK HEALTH AND SAFETY RESPONSIBILITIES

Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld).

Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety.

Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms.

Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation.

Complete mandatory and assigned WHS training.

Comply with return-to-work program requirements following injury/illness.