

POSITION DESCRIPTION

- Job Title:** Postdoctoral Fellow/Fellow/Senior Fellow
- Organisation Unit:** Australian Centre for Economic Research on Health
- Reference Number:** 1315931
- Type of Employment:** Up to two fixed term appointments (full-time or part-time) are available for a period of up to four years.
- Classification:** The appointments may be made at one of three research academic levels (A-C). The level and type of appointment will depend on qualifications, experience and academic achievement.
- Remuneration:** A salary package consisting of:
- Postdoctoral Fellow - Level A*
\$49,704.15 to \$67,420.18 per annum base salary
\$58,153.85 to \$78,881.62 per annum including employer superannuation contributions of 17%
- Research Fellow - Level B*
\$70,968.99 to \$84,275.44 per annum base salary
\$83,033.71 to \$98,602.77 per annum including employer superannuation contributions of 17%
- Senior Research Fellow - Level C*
\$86,936.71 to \$100,243.16 per annum base salary
\$101,715.95 to \$117,284.49 per annum including employer superannuation contributions of 17%
- Closing Date:** Applications will be considered from the 27 April 2009 and the selection committee will consider applications until appointments are made.
- Further Information:** Professor Luke Connelly email: l.connelly@uq.edu.au

BACKGROUND

Organisational Environment

The Faculty of Health Sciences incorporates Schools of Medicine, Dentistry, Pharmacy, Health and Rehabilitation Sciences, Population Health, Human Movement Studies and major centres in Immunology and Cancer Research, Disability and Rehabilitation Medicine, On-line Health, Environmental Toxicology and Complementary Medicine. The School of Medicine offers a graduate entry program in Medicine and provides a wide range of postgraduate programs and higher degrees.

The School of Medicine is a large, complex and diverse enterprise operating over multiple sites, with Queensland Health as a major partner. With a turnover of more than \$45m per annum, it presents a significant leadership and management challenge.

The School includes ten disciplines across its North, South and Rural Clinical Schools: Anaesthesiology and Critical Care, General Practice, Medical Imaging, Medicine, Molecular and Cellular Pathology, Obstetrics and Gynaecology, Paediatrics and Child Health, Psychiatry, Rural and

Remote Medicine and Surgery. Through its University of Queensland network, the School has links to major teaching hospitals and the Institute of Molecular Bioscience at the St Lucia campus. There are wide-ranging research activities and excellent infrastructure within this network and several national and international leading research groups exist within the School. The School of Medicine delivers a graduate entry, integrated, case-based/PBL 4-year MBBS Program.

The School has its base at the Herston site of The University of Queensland, adjacent to the Royal Brisbane Hospital, but links closely to other public and private hospitals and with District Health Services. The North Brisbane Regional Office at Herston provides local administrative support to all School of Medicine sites North of the Brisbane river within the Brisbane metropolitan area, including the School Head Office located in the Mayne Medical Building.

The Australian Centre for Economic Research on Health (ACERH) was established in 2005 through an Australian National Health and Medical Research Council (NHMRC) grant as a multi-university research centre constituted by researchers from The Australian National University (ANU), The University of Queensland (UQ) and the University of Western Australia (UWA).

The Centre's focus is on applied health economics research in three main areas: health care financing and insurance; health costs and ageing; and the economic burden of illness and injury. The program of work within the research areas examines, inter alia:

- a variety of health care financing issues that are germane to issues that face Australia's health care financing system;
- the relationship between ageing, healthy ageing and health care expenditures;
- compensable patients and compensation schemes.

Information for Prospective Staff

Information about the University, State of Queensland, living in Brisbane and employment at the University is at the University's web site. (<http://www.uq.edu.au/>) For a comprehensive guide to family friendly work practices and services visit the Work and Family web site at <http://www.uq.edu.au/equity/index.html?page=11661>

The University of Queensland Enterprise agreement (Academic Staff) outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

These positions will contribute to the Research of the Centre and the appointees will develop their research expertise by pursuing defined projects relevant to ACERH's chosen research themes. The positions may also be required to supervise postgraduate students and undertake limited teaching at post graduate level, as well as perform administrative duties as required.

Duties

Duties and responsibilities include, but are not limited to:

- the conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research;
- supervision of research-support staff involved in the staff member's research;
- guidance in the research effort of junior members of research-only academic staff in his/her research area;

- involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise;
- administrative functions primarily connected with the area of research;
- occasional contributions in the teaching program within the field of the staff member's research;
- co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research;
- attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or departmental and/or faculty meetings and/or membership of a limited number of committees.

The specific duties required of a **Level C appointment** may also include:

- a major role in all aspects of major research projects including management and/or leadership of large research projects or teams;
- promotion of research links with outside bodies;
- preparation of research proposal submissions to external bodies;
- significant contribution to the discipline in which the research efforts of the academic are undertaken.

Reporting Relationships

The positions report to the Director of the node of ACERH where they are based.

SELECTION CRITERIA

Qualifications

Essential

- PhD or other relevant postgraduate qualification in economics or econometrics, or equivalent, in economics is essential.

Knowledge & Experience

Essential

- Achievement in research and scholarship, as demonstrated by referees' reports and record of research
- Potential for future contributions in research and scholarship
- Demonstrated achievement in research and scholarship in economics, as demonstrated by published research
- A strong track record of research and scholarship in economics, as demonstrated by published research in peer-reviewed journals (required for appointment at Level C)

Desirable

- Experience in health economics research

Personal Qualities

Essential

- Demonstrated ability to cooperate with and maintain effective relationships with staff and students at all levels, and work effectively as part of a team
- Willingness to travel interstate for short periods
- Well-developed organisational skills, including the ability to manage priorities and multiple projects
- Well-developed communication skills, both oral and written
- A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context

APPLICATION

Applications must consist of the following:

1. Covering Letter. The covering letter should include the vacancy reference number, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons you should be considered for the role.
2. Resume or Curriculum Vitae. A resume is a brief history of your employment and experience that covers the following areas:
 - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended;
 - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements; and
 - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. Selection Criteria. A statement addressing how each of the selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

An academic curriculum vitae should include research fields and current interests, publications (full list as attachment with three most significant marked with an asterisk), research grants awarded and , if applicable, details of teaching evaluation.

Applications are to be sent to:

Professor Luke Connelly
ACERH UQ
Level 3, Mayne Medical School
Herston Road
Herston Qld 4006

Or email

l.connelly@uq.edu.au

Please note:

- Applications should be typed;
- Do not send applications that are bound or enclosed in plastic or manilla folders;
- Simply staple the application at the top left hand corner; and
- Retain a copy for your reference because the University does not return copies to applicants.

SELECTION PROCESS

A Selection Committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria at the highest levels. They will be invited to attend an interview and the remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the Selection Committee to substantiate your claims against the selection criteria or demonstrate your capabilities. Please note that for some positions interviews may be conducted by teleconference in the first instance.

The Selection Committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or for academic staff, in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will receive a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.

The University of Queensland is an equal opportunity employer.

Smoking is prohibited in all University buildings.