



## POSITION DESCRIPTION

### RESEARCH ASSISTANT DEPARTMENT OF PAEDIATRICS AND CHILD HEALTH and SCHOOL OF PSYCHOLOGY

|                                    |   |
|------------------------------------|---|
| <b>Vacancy Reference No:</b>       | 08066   |
| <b>Major Cost Centre:</b>          | Faculty of Health Sciences  |
| <b>Organisational Unit:</b>        | Department of Paediatrics and Child Health,<br>School of Medicine   |
| <b>Classification:</b>             | Higher Education Officer Level 5  |
| <b>Salary Range:</b>               | HEO5: \$48 058 to \$53 192 pa (Full-time salary)  |
| <b>Superannuation:</b>             | Employer contribution of 9% of salary   |
| <b>Total Remuneration Package:</b> | HEO5: \$52 383 to \$57 979 pa (Full-time salary)<br>The total remuneration package includes salary and employer superannuation contributions. |
| <b>Employment Type:</b>            | Fixed term 0.5 for twenty months (some flexibility to alter hours from time to time with work requirements)                                   |
| <b>Supervisor (Title):</b>         | Dr Nicola Spurrier and Dr Michael Gradisar  |
| <b>Closing date:</b>               | 5.00pm, Tuesday 25 March 2008   |

#### KEY PURPOSE

The purpose of the position is to coordinate a research study investigating the outcomes of infants and mothers who have participated in an intervention trial to improve infant sleeping patterns.

#### ORGANISATIONAL ENVIRONMENT

The position is both within the Department of Paediatrics and Child Health, School of Medicine, based at Flinders Medical Centre (FMC) and the School of Psychology, Faculty of Social Sciences, Flinders University.

#### KEY RESPONSIBILITIES AND OUTCOMES

- Communicate with parents who were part of the initial randomised controlled intervention trial.
- Maintain database of participants' contact details.

- Prepare questionnaires.
- Undertake training in the Infant Strange Situation (a method of assessing infant-mother attachment).
- Coordinate timing of follow-up visits by mothers and infants to FMC for assessments.
- Conduct the Infant Strange Situation with mothers and infants involved in the study.
- Coordinate the collection of infant salivary cortisol samples.
- Coordinate the collection of sleep data from parents (diaries and infant sleep monitors).
- Collate and check completed questionnaires.
- Data management and data analyses using statistical packages.
- Involvement in the preparation of manuscripts for publication.
- Undertake appropriate literature reviews as required.

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

### **SUPERVISION RECEIVED**

The incumbent will determine their own priorities and operate within the framework of established policies and work systems. Specific outcomes will be reviewed.

### **SUPERVISION PROVIDED TO OTHERS**

No supervisory responsibilities are required for this position.

### **WORKING RELATIONSHIPS**

Report to and be directly accountable to Dr Nicola Spurrier, Senior Lecturer, Department of Paediatrics and Child Health, School of Medicine, Faculty of Health Sciences or to Dr Michael Gradisar, Lecturer, School of Psychology, Faculty of Social Sciences, Flinders University.

The incumbent is expected to consult with his/her supervisor on matters where activity cannot easily be determined by reference to past practices or established procedures.

### **UNIVERSITY EXPECTATIONS**

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

### **ADDITIONAL REQUIREMENTS**

This role requires that the incumbent have their own vehicle and hold a current Police Clearance.

## **SELECTION CRITERIA**

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

### **Essential criteria**

- An Honours Degree in a field relevant to the research project.
- Excellent verbal communication skills and ability to relate to families in a professional manner.
- The ability to prioritise one's workload and achieve agreed goals with limited supervision.
- Ability to work in a calm and constructive manner and to relate well to busy professionals.
- High degree of computer literacy using standard packages including Word, PowerPoint, Excel and Publisher.
- The ability to manage data-sets and undertake statistical analysis of data using standard statistical packages (SPSS or STATA).
- Experience in conducting literature searches.
- Current driver's licence.

### **Desirable criteria**

- Previous experience working with families and children.
- An Honours Degree in Psychology including Bachelor of Behavioural Psychology, Bachelor of Science (Psychology), Bachelor of Arts (Psychology) or Honours Degree in Health Sciences including Psychology, Social Science, Epidemiology or Biostatistics.
- Demonstrated research experience in the social/health sciences.
- Research data analysis experience.

## **SELECTION OF CANDIDATES**

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

## **INFORMATION FOR PROSPECTIVE STAFF**

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

## **CONTACT DETAILS**

For further information about the position contact Dr Michael Gradisar, by email: [michael.gradisar@flinders.edu.au](mailto:michael.gradisar@flinders.edu.au) or by telephone on 08-8201 2324.

## **SUBMITTING AN APPLICATION**

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the *Application for Employment Cover Sheet*, may be lodged by email to [jobapplications@flinders.edu.au](mailto:jobapplications@flinders.edu.au) or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

**Name of Authorising Officer:** *Dr Nicola Spurrier*  
**Name of Authorising Officer in Human Resources:** Mr George Szewczyk  
**Date of last update:** *February 2008*