

Position Description – Research Fellow, NCETA

Updated 10 June 2025

POSITION DETAILS

College	College of Medicine and Public Health
Organisational Unit	Public Health
Supervisor	Director, National Centre for Education and Training on Addiction
Classification	Research Academic Level B
Employment Type	Fixed term, full time

POSITION SUMMARY

The Research Fellow will undertake a range of research, evaluation, consultancy and education activities under the broad direction of the Director at the National Centre for Education and Training on Addiction (NCETA). NCETA is an internationally recognised Research Centre that works as a catalyst for change in the alcohol and other drugs field. A collaborative venture between Flinders University and the Australian Government Department of Health, Disability and Ageing, NCETA is located within the College of Medicine and Public Health and is part of the Flinders Health and Medical Research Institute (FHMRI) at Flinders University in South Australia. NCETA is a key national research centre in the alcohol and other drug field. The Centre works to reduce the harms from alcohol and other drugs from prevention through to treatment. A key focus of the Centre is workforce development (WFD).

The Research Fellow will include oversight of a number of the Centre's research, evaluation and consultancy projects, data collections and datasets, and provision of methodological advice and analysis across various NCETA projects. The Research Fellow is also required to lead: the development and conduct of surveys; systematic reviews; the production of high quality research proposals, reports and peer-reviewed publications. In addition, the Research Fellow, NCETA will contribute to the development of applications and tenders for externally funded research funding. The Research Fellow may also be required to supervise honours graduate and post-graduate research projects and deliver guest lectures.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's 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;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity policies*.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Research Fellow, NCETA is responsible for:

- Playing a lead role in project management including coordinating, planning and executing project tasks and preparing project reports and other complex documents required to successfully deliver project milestones and meet Key Performance Indicators, including those set by external funders.
- Independently contributing to translational research and evaluation by producing high quality, actionable written reports for funders of commissioned projects.
- Independently contributing to ethical, high quality and innovative research and evaluation through activities such as scholarship, publishing in recognised high quality journals and assisting the preparation and submission of bids for external research funding.
- Independently contributing to the planning and execution of research by offering new and innovative ideas, reviewing relevant literature and other sources of information, actively participating in the production of data, contributing to the writing and editing of grant applications and disseminating the Centre's research findings via conference, seminar and workshop presentations.
- Independently contributing to high quality quantitative and qualitative data collection, collation and analysis including ethics submissions.
- Undertaking comprehensive literature searches including systematic reviews of published and grey literature for funders in the form of reports and policy briefings and publication in the peer-reviewed literature.
- Developing and contributing to the development of research proposals, tenders and grant applications.
- Preparing project reports, peer-reviewed papers, and other complex documents as required.
- Supervision of research assistants and student research projects (including undergraduate, honours and post-graduate students) and undertaking guest lectures
- Establishing and maintaining collaborations within the University, and with academic and non-academic partners at State, national and international levels in order to improve research outputs and publications.
- Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

1. Completion of a PhD or EdD in a relevant field (Public Health or Behavioural Science) or equivalent qualification.
2. Demonstrated research experience in terms of publications in high quality publications, attraction of external competitive grants and presentations at a national and/or international level in Public Health or Behavioural Science.
3. Demonstrated experience in undertaking research and/or evaluation for a non academic audience and the ability to establish and maintain effective relationships with staff and industry.
4. Demonstrated experience in qualitative and quantitative research methods, including the ability to work with nationally representative data sets.
5. Demonstrated understanding of statistical methods and knowledge of SPSS or an equivalent package to undertake statistical analyses.
6. Demonstrated ability to critically review the literature in relevant fields.
7. Demonstrated scientific writing skills that demonstrate attention to detail to ensure accurate recording of research methods, summary of findings, referencing and formatting
8. Demonstrated project management skills to plan and organise workload including multiple projects to ensure projects are meeting internal and external deadlines.
9. Demonstrated ability to plan and execute data collection and analysis.
10. Self-motivation and ability to work under limited supervision
11. Demonstrated well-developed interpersonal skills, oral and written skills in an academic environment and experience in collaborating and engaging with diverse stakeholders and industry partners.
12. Demonstrated understanding and experience conducting research in the alcohol and other drugs field (Desirable).
13. Experience writing competitive grants and tenders (Desirable)