POSITION DESCRIPTION
Academic Positions
(In addition to the Position Classification Standards)

Position Title:	Associate Research Fellow – Applied Statistics
Level:	Associate Fellow – Level A
Faculty/Division:	SBS
Department/Location:	Australian Health Services Research Institute

Primary Purpose of the Position:

Work as a member of a team responsible for the quantitative analysis components of projects undertaken by the Australian Health Services Research Institute (AHSRI) including the preparation of reports, publications and other related advice as required.

Position Environment:

AHSRI is a self-funded research unit that undertakes research into methods to improve the management and provision of health services in Australia.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Office Use Only
1.	As a member of a team participate in a range of tasks associated with AHSRI projects including; • Operate, under the guidance of senior staff, as a researcher on projects in the areas of casemix, economic priority setting and health management decision-making; • Contribute specialist skills in the areas of data management, statistical programming, analysis and modelling of health data; • Assist with the collection, storage and retrieval of data used in projects and in the management and maintenance of project databases; • Contribute to sub-tasks within a team engaged in quantitative analysis of data from a range of health care organisations in Australia and overseas; • Provide support as directed to project clients and participating health and community service providers during the conduct of projects; • Conduct literature searches using electronic databases and the internet; • Assist with the preparation of applications for ethics	To contribute to ensuring project deliverables are achieved on time and within budget	

	approval for projects; • Contribute to the production of progress and final AHSRI project reports		
2.	Contribute to the development of recommendations based on the results of AHSRI research projects	To contribute to ensuring AHSRI research results have a positive impact on the Australian health care system	
3.	Under the guidance of senior staff, contribute to conference papers and publications from research undertaken	To participate in the dissemination of research findings	
4.	Participate in other Institute activities as required by the position	To ensure appropriate participation in AHSRI activities	
5.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
6.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Associate Professor Janette Green
The position supervises the following positions:	Other members of the analysis team as required on identified projects
Other Key Contacts:	

Key Relationships:

Contact/Organisation: **Purpose & Frequency of contact**

Australian Government Department of Health and Ageing   To undertake commissioned research on an ongoing basis

State Departments of Health and Human Services   To undertake commissioned research on an ongoing basis

Key Challenges:

1. Working with AHSRI stakeholders on a range of research projects
2. Applying analytical skills to help solve practical problems with the health sector
3. Developing a good understanding of the Australian health system
4. Contributing to the academic output of AHSRI

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Demonstrated research and conceptual skills
- Demonstrated experience in statistical programming and ability to utilise spreadsheet and word processing software
- Demonstrated experience in the application of data analysis and modelling techniques, particularly with large data sets
- High standard of oral and written communication skills, interpersonal skills and ability to liaise with other employees, Government and non-Government agencies and public and private sector health care organisations
- A broad understanding of or interest in the Australian health care system

SELECTION CRITERIA - Education & Experience:

Essential:
- Relevant degree with a strong statistical/mathematical component, preferably at postgraduate level. Relevant industry experience may be deemed equivalent to a postgraduate qualification
- Demonstrated experience in communicating technical concepts to lay audiences

Personal Attributes:

- Demonstrated ability to work individually and as a member of a multi-disciplinary team
- The ability to contribute as an effective team member including capacity to organise work and meet deadlines
- Ability to work effectively in an environment of multiple tasks, deadlines and frequent interruptions

Special Job Requirements:

The position entails some travel potentially to all Australian States and Territories and in some cases to regional and remote locations
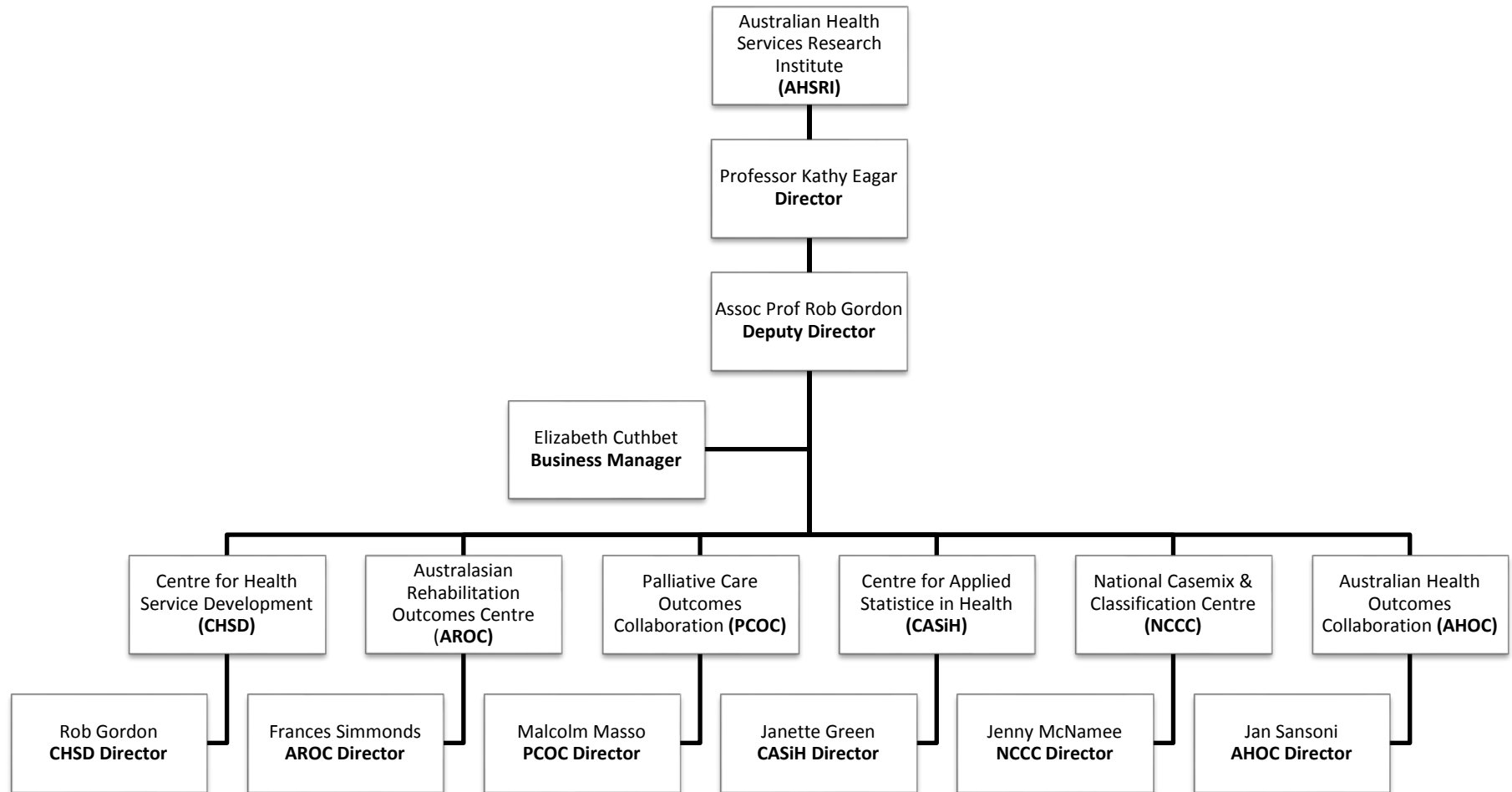
Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____

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                        │ Professor Kathy Eagar    │
                        │      Director            │
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                        │ Assoc Prof Rob Gordon    │
                        │    Deputy Director       │
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        │ Elizabeth Cuthbet   │─────┤
        │  Business Manager   │     │
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Centre for Health Service Development (CHSD)	Australasian Rehabilitation Outcomes Centre (AROC)	Palliative Care Outcomes Collaboration (PCOC)	Centre for Applied Statistice in Health (CASiH)	National Casemix & Classification Centre (NCCC)	Australian Health Outcomes Collaboration (AHOC)
Rob Gordon **CHSD Director**	Frances Simmonds **AROC Director**	Malcolm Masso **PCOC Director**	Janette Green **CASiH Director**	Jenny McNamee **NCCC Director**	Jan Sansoni **AHOC Director**

Position Description for Academics

POSITION DESCRIPTION
Academic Positions
(In addition to the Position Classification Standards)

Position Title:	Research Fellow – Applied Statistics
Level:	Fellow – Level B
Faculty/Division:	Sydney Business School
Department/Location:	Australian Health Services Research Institute (AHSRI), Innovation Campus

Primary Purpose of the Position:

Work as a member of a team responsible for the quantitative analysis components of projects undertaken by the Australian Health Services Research Institute including the preparation of reports, publications and other related advice as required.

Position Environment:

The Australian Health Services Research Institute is a self-funded research unit that undertakes research into methods to improve the management and provision of health services in Australia.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Office Use Only
1.	As a member of a team participate in a range of tasks associated with AHSRI projects including; - Operate as a researcher on projects in the areas of casemix, economic priority setting and health management decision-making; - Contribute specialist skills in the areas of data management, statistical programming, analysis and modelling of health data; - Coordinate and manage sub-tasks within a team engaged in quantitative analysis of demographic, clinical, financial and service utilisation data from a range of health care organisations in Australia and overseas; - Contribute to the preparation of research proposals and submissions to external funding bodies; - Contribute to the development of project methodology including the qualitative and quantitative components of projects; - Contribute to the development and preparation of data collection protocols; - Provide support as directed to project clients and participating health and community service providers during the conduct of projects;	To contribute to ensuring project deliverables are achieved on time and within budget	

	• Contribute to the development and coordination of appropriate database management systems; • Contribute to the production of progress and final AHSRI project reports.		
2.	Contribute to the development of policy options and related recommendations based on the results of AHSRI research projects	To contribute to ensuring AHSRI research results have a positive impact on the Australian health care system	
3.	Under the guidance of more senior AHSRI staff, develop collaborative links with relevant sectors of the Australian health care system	To contribute to the AHSRI building and maintaining a profile within Commonwealth and State health authorities	
4.	Under the guidance of senior AHSRI staff, contribute to conference papers and publications from research undertaken	To participate in the dissemination of research findings	
5.	Participate in meetings, seminars and conferences both within and outside the University on matters related to the work of the AHSRI	To appropriately represent AHSRI both within and outside the University	
6.	Contribute to the ongoing development of the AHSRI's strategic direction particularly relating to data and health information issues	To contribute to ensuring AHSRI research results have a positive impact on the Australian health care system	
7.	Provide support and supervision for less senior AHSRI staff members	To foster the professional development of the AHSRI team	
8.	Participate in other AHSRI activities as required by the position	To ensure appropriate participation in AHSRI activities	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Associate Professor Janette Green
The position supervises the following positions:	Other members of the analysis team as required on identified projects
Other Key Contacts:	

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Australian Government Department of Health and Ageing	To undertake commissioned research on an ongoing basis
State Departments of Health and Human Services	To undertake commissioned research on an ongoing basis

Key Challenges:

1. Working with AHSRI stakeholders on a range of research projects
2. Applying analytical skills to help solve practical problems with the health sector
3. Developing a good understanding of the Australian health system
4. Contributing to the academic output of the AHSRI

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Demonstrated high standard of research and conceptual skills, with the ability to formulate recommendations based on quantitative and qualitative data analysis
- Demonstrated experience in statistical programming and ability to utilise spreadsheet, word processing, and database software
- Demonstrated skills in data analysis and modelling techniques, particularly with large data sets
- High standard of oral and written communication skills, interpersonal skills and ability to liaise and negotiate with other employees, Government and non-Government agencies and public and private sector health care organisations
- A broad understanding of or interest in the Australian health care system and current health policy developments

SELECTION CRITERIA - Education & Experience:

Essential:
- Relevant degree with a strong statistical/mathematical component, preferably at postgraduate level. Relevant industry experience may be deemed equivalent to a postgraduate qualification
- Demonstrated experience in communicating research findings to lay audiences
- A demonstrated record of contribution to publications, conference papers, reports and/or professional contribution to health services management or research

Personal Attributes:

- Demonstrated ability to work individually and as a member of a multi-disciplinary team
- The ability to contribute as an effective team member including capacity to organise work, meet deadlines and manage team performance
- Ability to work effectively in an environment of multiple tasks, deadlines and frequent interruptions
- Capacity to develop team leadership and undertake project management tasks

Special Job Requirements:

The position entails some travel potentially to all Australian States and Territories and in some cases to regional and remote locations

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____

Organisational Chart:

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                    │ Services Research        │
                    │ Institute                │
                    │ (AHSRI)                  │
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                    │ Professor Kathy Eagar    │
                    │ Director                 │
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                    │ Assoc Prof Rob Gordon    │
                    │ Deputy Director          │
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        │ Elizabeth Cuthbet   │──┤
        │ Business Manager    │  │
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Centre for Health Service Development (CHSD)	Australasian Rehabilitation Outcomes Centre (AROC)	Palliative Care Outcomes Collaboration (PCOC)	Centre for Applied Statistice in Health (CASiH)	National Casemix & Classification Centre (NCCC)	Australian Health Outcomes Collaboration (AHOC)
Rob Gordon **CHSD Director**	Frances Simmonds **AROC Director**	Malcolm Masso **PCOC Director**	Janette Green **CASiH Director**	Jenny McNamee **NCCC Director**	Jan Sansoni **AHOC Director**

Name of Author: **Position Description for Academics**