

**Faculty of Health**

**Research Assistant**

**Family Action Centre**

**Position No. 986**



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## **General Information**

This position is available on a fixed term part time basis (14 hours/week) for a period of eight months.

The Family Action Centre (FAC) is an independent Centre based in the Faculty of Health and located on the Callaghan campus. Over the past 20 years FAC has grown from one philanthropically funded service (the Caravan Project) into a multidisciplinary Centre. The FAC aims to strengthen families and communities through:

- developing and implementing programs based on models of innovative and best practice in family, school and community services;
- undertaking related research and evaluation;
- developing undergraduate and postgraduate education and professional training;
- disseminating knowledge through resources, publications and events.

This position will provide research and organisational support for a study of Engaged Research being undertaken by the FAC.

## **Position Description**

<b>ROLE:</b>	Research Assistant
<b>HEW LEVEL:</b>	6
<b>FACULTY /DIVISION:</b>	Faculty of Health
<b>ORGANISATIONAL UNIT:</b>	Family Action Centre
<b>IMMEDIATE SUPERVISOR:</b>	Manager, Research Development

### **Role Statement**

To contribute actively to high quality research at the FAC. The position is available on fixed term, 2 day a week basis for eight months.

### **Role Description**

The Research Assistant will work on a study exploring the concept and practice of engaged research at the University of Newcastle. The study is being undertaken by the FAC for the Office of the Pro-Vice Chancellor – Research.

### **Supervision/Management/Leadership**

Be responsible to the project Chief Investigators to assist in the development, organisation and conduct of the Engaged Research study.

### **Task level and Typical Activities**

Liaise with the project consultant.

Assist with the preparation of papers and research reports.

Organise meetings, workshops, interviews, and related research activities.

Organise agendas, document proceedings and maintain project records for all project activities including project advisory committee.

Undertake literature searches and assist with literature review.

Research information on policies, structures and practices of other institutions.

Assist in the preparation of ethics application.

Assist in the development of research materials.

Liaise with professional colleagues, project and administrative staff.

Assist with data entry and analysis.

Assist in the preparation of papers and reports.

Actively participate in staff meetings and research activities.

Undertake any other duties relevant and appropriate to this level.

### ***Organisational Knowledge***

Apply knowledge of work unit policies, systems and procedures and their interaction with policies, systems and procedures adapt those procedures as required to achieve objectives without impacting on other areas.

Be familiar with and observe the University's policy and procedures relating to research grants.

Be familiar and work with the University's organisational structures to ensure inclusive consultation processes.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position.

### ***Judgement, Independence and Problem Solving***

Apply expertise in a particular set of rules or regulation to make decisions.

Demonstrate analytical and problem solving skills within more involved rules and guidelines, form conclusions and provided recommendation to senior staff.

Utilise initiative within the immediate work area.

### **Selection Criteria**

- Relevant tertiary qualifications in psychology, behavioural science or related area of social science or an equivalent combination of relevant experience and/or education/training.
- Well developed project management skills.
- High level of written communication and interpersonal skills.
- Ability to work effectively as a member of a multi-disciplinary team, with minimal supervision.
- Experience in action research and qualitative methods in social research.

- Experience in using computer-based packages including word processing, Microsoft excel and powerpoint.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OHS.

It is desirable that the successful applicant also possess the following:

- Knowledge of university structures, systems and processes.
- Knowledge of cross faculty or multi disciplinary research at the University of Newcastle.
- Experience in the preparation of academic articles for publication in peer-reviewed journals.

### **Conditions and Benefits**

HEW Level 6 - \$54,582 to \$60,227 per annum.

The basic contribution for superannuation will be made by the University into Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is not available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

### **Further Information**

For additional information on the position contact the Manager, program and Operations – Penny Crofts on 02 4921 7076

### **Related Links**

- [Family Action Centre](#)
- [University of Newcastle Annual Report](#)

### **Closing Date**

Applications close on Monday 16 June 2008.

**Note:** Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

### **Submitting Your Application**

DO NOT send your application to the Faculty or Division in which the position is located.

### **Internal Applicants**

**Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.**

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

### **External Applicants**

Please forward your application **by email** to: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team  
Level 1, The Chancellery  
University of Newcastle  
CALLAGHAN NSW 2308  
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

*The University of Newcastle values [equity and diversity](#).*