

## Position Description – Research Fellow, NCETA

Updated 28 March 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, 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 undertake a range of research activities including oversight of the Centre's research projects, data collections/datasets and providing statistical analysis and advice across various NCETA projects. The Research Fellow is also required to assist with: 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 grant applications for externally funded research funding. The Research Fellow may also be required to supervise honours graduate and post-graduate students 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:

- 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.
- 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.
- Developing and contributing to the development of research proposals, tenders and grant applications.
- Preparing project reports, and peer-reviewed papers, and other complex documents as required.
- 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.
- 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.
- 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 qualitative and quantitative research methods, including the ability to work with nationally representative data sets.
4. Demonstrated understanding of statistical methods and knowledge of SPSS or an equivalent package to undertake statistical analyses
5. Demonstrated ability to critically review the literature in relevant fields
6. Demonstrated scientific writing skills that demonstrate attention to detail to ensure accurate recording of research methods, summary of findings, referencing and formatting
7. Demonstrated ability to plan and organise workload to delivery project targets on time and meet internal and external deadlines.
8. Demonstrated ability to plan and execute data collection and analysis.
9. Self-motivation and ability to work under limited supervision
10. 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.
11. Demonstrated experience to undertake collaborative research and establish and maintain effective relationships with staff and industry.
12. *Demonstrated understanding and experience conducting research in the alcohol and other drugs field (Desirable).*
13. *Demonstrated project management skills and/or ability to manage multiple projects at any one time (Desirable)*
14. *Experience writing competitive grants and tenders (Desirable)*

## Position Description – Senior Research Fellow in NCETA

Updated 28 March 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 C
Employment Type	Fixed-term full-time

POSITION SUMMARY
<p>The National Centre for Education and Training on Addiction (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 and Aged Care, 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).</p> <p>The Senior Research Fellow will take a lead role in developing, managing and implementing research and evaluation projects, expanding the College's research activities within NCETA through the attraction of external grants and research contracts and delivering on strategic research objectives. The role will also be responsible for establishing and maintaining industry and research partnerships, identifying commercially relevant outputs, and building the University's national and international reputation through high quality publications and strong research collaborations.</p> <p>The position will work collaboratively with other members of NCETA, FHMRI, and external partners.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;</li> <li>• 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> </ul>

- 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 Senior Research Fellow in NCETA is accountable for:

- Making a significant contribution to ethical, high quality and innovative research and evaluation through sustained high quality publications, external research grants and contracts, mentoring and developing early career researchers.
- Contributing to research leadership by fostering research excellence.
- Disseminating and presenting research at the national and international level, including promotion through media and social media channels.
- Taking a lead role in the identification, coordination and submission of applications for external research income, specifically applying for Category 1 grants.
- Being actively involved in strategic planning and professional activities relevant to the promotion of research and in identifying opportunities to expand and grow research activity.
- Actively leading and managing a team of Research Fellows and Research Assistants, as well as supervising and mentoring Higher Degree by Research students.
- Playing a lead role in project management including coordinating and planning project tasks and overseeing project tasks and reporting to successfully deliver project milestones and meet Key Performance Indicators, including those set by external funders.
- Developing and maintaining, in a leadership capacity, productive and strategic local, national and international relationships, collaborations and networks with a range of stakeholders including industry, government and other external organisations.
- Making a significant contribution, in a leadership capacity, to the management and administration of research in the College, with the ability to undertake delegated authority on behalf of the Director, NCETA.
- 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

- Completion of a PhD or equivalent in psychology, behavioural science, addiction medicine, addiction science, medicine, public health, epidemiology.
- Demonstrated evidence of an outstanding research track record (for career stage) in an area aligned with research strengths in tobacco, e-cigarettes, alcohol and other drug use, and/or workforce development, including evidence of sustained high quality publications with corresponding authorship.



- Demonstrated experience in applying for and winning competitive grants and tenders, particularly Category 1 grants.
- Demonstrated track record of supervision of honours and/or higher degree students.
- Demonstrated ability to develop and maintain effective research collaborations within the university and wider community including with industry, government and other organisations.
- Demonstrated project management skills and ability to manage multiple projects at any one time
- Demonstrated ability to use independent judgement and initiative, under minimal supervision, to manage, organise and coordinate activities required for the functioning of a research-intensive unit.
- Demonstrated experience in undertaking quantitative statistical methods and knowledge of SPSS or an equivalent statistical analysis package and experience in interrogating, undertaking analyses and reporting on large and complex datasets.
- Knowledge of intellectual property and the commercialisation process in relation to a research environment.
- Demonstrated excellent oral and written communication skills and interpersonal skills, including the demonstrated ability to establish effective relationships with staff, students and industry nationally and/or internationally.
- Demonstrated ability to mentor less experienced College Staff.
- *Demonstrated experience in undertaking qualitative analyses and reporting (desirable)*