

Position Title	Research Fellow
Group/Portfolio	Griffith Health - The Hopkins Centre
Classification	Research Fellow Grade 1
Position Number	00063179
Reports To	Director, The Hopkins Centre
Employment Type	Fixed Term, Part-time

1.0 Position Purpose

The Research Fellow will work across multiple projects within The Hopkins Centre and oversee day to day management of project activities to progress the aims of the funded projects. This includes contributing to the administrative and reporting requirements of the projects and assisting with the coordination of stakeholder engagement and partnerships. It is also expected that the Research Fellow will independently initiate high-quality publications and conference presentations and identify future funding opportunities for independent research within the scope of the projects and the broader research program.

The role includes liaising with partners and research staff, conducting qualitative and quantitative data analysis and literature searching, critique and synthesis, as well as the preparation of a range of written materials such as ethics, funding report, research materials, funding body reports and submissions and publications.

2.0 Eligibility Requirements

- The occupant of this position will hold a PhD or equivalent qualifications/work experience in a relevant field.

3.0 Key Responsibilities

- Plan and complete day-to-day research activities within the scope of the project timelines and responsibilities as directed by the lead investigators and manage research ethics and governance.
- Conduct fieldwork and research, including data collection, focus groups, interviews literature reviews, data generation, data analysis, dissemination and workshops that contributes to the research objectives of the Hopkins Centre projects.
- Plan and conduct translation and implementation activities relevant to key research projects including e.g. development and conduct of materials and workshops for education and practice change and policy roundtables and briefs.

- Establish and maintain a good publication record in high impact, international, esteemed peer-reviewed journals and seek competitive funding.
- Work closely and collaboratively with other key research team members, clinicians and clinician researchers, citizen researchers and other stakeholders at a local, regional and national level as relevant.
- Take a lead role in engaging and working collaboratively with stakeholders and research end-users to progress the research priorities and to identify, implement and achieve outcomes in the dissemination and translation of research.
- Contribute to the Institute/Centre's research projects as appropriate to research skills.
- Manage the preparation and formulation of publications, presentations and research reports arising from the research.
- Liaise with research, policy and community project partners internal and external to The Hopkins Centre.
- Assist in mentoring and supervision of honour students and higher degree research candidates.
- Supervise Research Assistants and technical staff.
- Lead and promote compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).