



SCHOOL/AREA	National Drug Research Institute
FACULTY	Health Sciences
LINE MANAGER	Professor
ROLE STATEMENT	
<p>The University has generic role statements for categories and levels of academic positions. Attached is the role statement applicable to this position. The role statement outlines the accountabilities and responsibilities expected of an academic appointed to this category and level and includes the selection criteria for appointment. For specific details regarding the position please refer to the Position Overview, below.</p>	
POSITION OVERVIEW	
<p>The position will be based in NDRI's Ethnographic program. The aim of the program is to conduct research on the social contexts of alcohol and other drug (AOD) use and related consequences. The position is funded by an Australian Research Council Discovery Project grant entitled 'Analysing gender in research and policy on alcohol-related violence among young people: A comparative study of Australia, Canada and Sweden'. The position's main purpose is to manage day-to-day aspects of the project and to undertake a range of tasks necessary the successful completion of the project. The research associate will report to and work closely with the Project Leader and will also work with other project team members.</p> <p>Specific tasks will include:</p> <ul style="list-style-type: none"> • Establish project advisory group and run advisory group meetings • Collect, manage and analyse textual materials (policy documents, research articles) • Recruit and conduct qualitative interviews (with research officer and casual research assistants) and organise transcription • Code interview data using NVivo • Lead three refereed journal articles and contribute to others • Draft project report • Distribute research findings to advisory group and other stakeholders • Organise and run stakeholder workshops (with research officer and project team) • Manage day-to-day project online presence via Twitter • Organise other project publicity, e.g. The Conversation, Radio National • Manage annual reporting obligations (ethics, funding body, NDRI database) • Liaise with stakeholders and external agencies • Contribute to preparation of research grant applications • Assist in coordinating and supervising research assistants and postgraduate students as required • Present findings at conferences and seminars, and contribute to organisation and delivery of NDRI Melbourne HDR seminar series • Stay abreast of developments in areas of expertise by liaising with staff and peers, reading relevant literature and attending meetings and seminars • Other research activities for the project and Ethnographic program as appropriate <p>Specific Requirements:</p> <ul style="list-style-type: none"> • PhD in sociology, anthropology or cognate discipline, with expertise in gender studies highly regarded. 	
ORGANISATIONAL UNIT DIMENSIONS	
<p>The National Drug Research Institute (NDRI) is attached to the Faculty of Health Sciences at Curtin University and is one of four national centres of research excellence established as part of Australia's National Drug Strategy. The Institute's core funding is provided by the Department of Health and Ageing with additional research funds being sought from a variety of national and international granting bodies. The Institute has a strong international and national research emphasis and is designated as the World Health Organisation Collaborating Centre for Prevention and Control of Alcohol and Drug Abuse. The Institute is also involved in numerous collaborative research ventures internationally and nationally and has staff located within some of these collaborating organisations as well as an office in Melbourne.</p> <p>NDRI's mission is to conduct and disseminate high quality research that supports evidence informed policy, strategies and practice to prevent and reduce alcohol and other drug-related health, social and economic harms. The Institute's main themes of research are determined by nationally identified priorities combined with its research strengths, and are grouped into six strategic research priorities: alcohol and other drug policy and strategies, the needs of Aboriginal Australians, innovation in prevention and early intervention, social contexts of alcohol and other drug use, reducing harm among people who use alcohol and other drugs, and</p>	

innovation in the management of alcohol and other drug problems. Within these areas NDRI focuses on research and other outputs that have policy and practice relevance and impact. International and national conferences are convened and seminars are frequently held as avenues for the dissemination and discussion of research findings and to facilitate the training of researchers. Institute staff are involved in the supervision of HDR students and the Institute offers several PhD scholarships.

This position is attached to projects being undertaken as part of NDRI's Ethnographic research program.

For more information, see: <http://ndri.curtin.edu.au/>

KEY PEOPLE INTERACTIONS

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| <ul style="list-style-type: none">• Project Leader and team members• Relevant staff at NDRI and the University• NDRI HDR students | <ul style="list-style-type: none">• Australian National University, Centre for Addiction & Mental Health, Stockholm University team members• Advisory group organisations• Other stakeholders• Other research and data collection agencies |
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WORK REQUIREMENTS

- Occupants of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure.
- Ability and willingness to travel within Australia and overseas if necessary to conduct interviews.

 Curtin University	Academic Role Statement
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Title:	Research Associate		
Work Function:	Research Only	Category:	Research Academic (RA)
Level	ALA		
Date last updated:	September 2016		

1. Purpose of Position

This role contributes primarily to research based activities, either independently or as part of research team.

The incumbent is expected to work with the support and guidance of more senior staff and to develop a research program and deliver research outputs with increasing degrees of autonomy.

2. Accountabilities and Responsibilities may include:

Research

- Contribute to research output, normally as part of a research group.
- Participate in applications for competitive funding.
- Disseminate research findings through seminars, workshops and conferences
- Publish/exhibit in high quality journals/outlets (often in collaboration with colleagues) in manner consistent with disciplinary practice.
- Undertake principal supervision of honours and research masters, and cosupervision of research doctoral supervision where appropriate.
- Undertake administrative functions associated with research activities.

Teaching

- Participate in the delivery of research led educational programs as required by the Head of School.

Service

- Contribute to academic service and leadership, engagement and management within the University
- Contribute to external activities relevant to the discipline/profession and community engagement.
- Foster and promote relationships with professional bodies, industry and affiliated associations, government departments, and the wider community.

Other

- Undertake other activities associated with the organizational area, which the incumbent might reasonably be expected to do, and which are consistent with the specific accountabilities and responsibilities outlined above.
 - Engage in appropriate professional development and mentoring programs.
 - Model a high standard of professional behaviour consistent with the University Code of Conduct and Vision, Mission and Values.
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3. Compliancy and Legislative Requirements

Occupational Safety and Health

All supervising staff are required to undertake effective health and safety measures to ensure compliance with the Occupational Safety and Health Act 1984 and related legislative requirements.

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Ethics Equity and Social Justice

All staff are responsible for informing themselves of their obligations and responsibilities in relation to Ethics, Equity and Social Justice. In particular, all staff must demonstrate appropriate and professional workplace behaviours in accordance with the University's Values and Code of Conduct.

Staff must familiarise themselves and comply with all other University policies and procedures and legislation relevant to the position.

4. Selection Criteria

Applicants are not required to address each element of the selection criteria, but should provide sufficient information in their application to enable the selection panel to make an informed assessment of their suitability for the role.

Applicants need to consider Curtin's Values and how they apply to the advertised position. Curtin is looking for a demonstrated commitment in their professional and/or personal life to the Values of Curtin which are:

- ***Integrity – to act ethically, honestly and with fairness***
- ***Respect – to listen, value and acknowledge***
- ***Courage – to lead, take responsibility and question***

- ***Excellence – to strive for excellence and distinction***
- ***Impact – to empower, enable and inspire***

Essential

1. Progress towards a doctoral qualification in relevant discipline.
2. Demonstrated relevant subject/discipline knowledge and knowledge and experience in relevant research techniques.
3. Demonstrated competency in a range of qualitative and quantitative research tasks.
4. Emerging research track record/potential to conduct quality research and contribute productively to research teams under supervision.
5. Demonstrated high level organisational skills.
6. Demonstrated high level communication and interpersonal skills with a commitment to the development of a collegial and supportive working environment and the ability to interact with students and staff with cross cultural sensitivity.
7. Demonstrated commitment to applying relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of this position.

Desirable

1. A doctoral qualification in relevant discipline.
2. Experience of working collaboratively with industry and community engagement.
3. Commitment to quality teaching at undergraduate and postgraduate level.

5. Capabilities and Behaviours (Curtin Leadership Framework)

It is a requirement that staff in leadership roles exhibit and model capabilities and behaviours consistent with the Curtin Leadership Framework (see http://odu.curtin.edu.au/curtin_leadership_framework.cfm). These include:

Managing Self	Leading Others	Leading Innovation & Change	Leading Strategically	Managing Operations
Understanding self & others	Building & leading high performance teams	Thinking creatively & fostering innovation	Thinking strategically & having vision	Managing Curtin resources
Modelling Curtin Values	Developing staff capability	Managing change	Setting goals & objectives	Continuous quality improvement
Managing time and wellbeing	Facilitating participative decision making	Influencing and inspiring others	Thinking analytically to solve problems	Managing complex projects
Building working relationships	Dealing with conflict			
Effective Communication				