



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Appointment of

Principal Research Project Coordinator – Identified s25

UQ POCHE CENTRE FOR INDIGENOUS HEALTH



Contents

Faculty of Health and Behavioural Sciences	01
UQ Poche Centre for Indigenous Health	01
Role of the Principal Research Project Coordinator – Identified s25	02
About you	04
What we can offer	05
How to apply	05
The University of Queensland	06
Working at UQ	07
Cultural support at UQ	09
Further information	10

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Acknowledgement of Country

The University of Queensland (UQ) acknowledges the Traditional Owners and their custodianship of the lands on which UQ operates. We pay our respects to their Ancestors and their descendants, who continue cultural and spiritual connections to Country. We recognise their valuable contributions to Australian and global society.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a world-class faculty that has a coherent focus on health, well-being and behaviour change, underpinned by a strong commitment to interprofessional education and interdisciplinary research.

The Faculty consists of six schools and six centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- National Centre for Youth Substance Use Research (NCYSUR)
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences (QAEHS)
- Centre for the Business and Economics of Health
- UQ POCHE Centre for Indigenous Health
- Southern Queensland Rural Health (SQRH)

More information about the Faculty is available at habs.uq.edu.au.

UQ Poche Centre for Indigenous Health

UQ Poche Centre for Indigenous Health was established following a \$10 million donation to UQ from Mr Greg Poche AO and Mrs Kay van Norton Poche AO. The Centre brings together Indigenous and health expertise and works collaboratively with Indigenous community organisations and health providers to transform Aboriginal and Torres Strait Islander peoples' experiences of injustice and inequity in health and wellbeing. The UQ Poche Centre works in urban, regional and remote settings across Australia, and with other Indigenous peoples internationally. With a mandate to respond to challenges in Indigenous health, the Centre undertakes and facilitates a broad range of transdisciplinary research activities as well as developing a next generation of researchers to rise to the challenge of Indigenous health research.

More information about the UQ Poche Centre is available at poche.centre.uq.edu.au.



Role of the Principal Research Project Coordinator

About this opportunity

The Principal Research Project Coordinator (known locally as a Principal Research Technician) works as part of a senior research team to provide high-level, specialist technical research expertise to scientific research projects, programs and initiatives. This role involves coordinating a national survey for Aboriginal and Torres Strait Islander young people called the GOANNA Survey 3. This anonymous Aboriginal-led survey will collect information about sexual behaviour, knowledge, alcohol and drug use and access to health care for sexually transmissible infections and blood borne viruses (eg. HIV, hepatitis C).

In this role, the Principal Research Project Coordinator will engage with Aboriginal and Torres Strait Islander community organisations, develop protocols and ethics applications, establish and support governance and steering committees and oversee project implementation. The role will also contribute to research capacity development, data analysis and reporting.

Duties

Duties and responsibilities include, but are not limited to:

- Preparation of ethics applications, submission of amendments and annual reporting.
- Site engagement, establishment of research agreements, and ongoing collaboration with internal and external stakeholders.
- Ensuring reporting requirements are upheld to comply with the Department for Health and Aged Care funding agreement.
- Establish and support the Indigenous Governance Committee and Project Steering Committee.
- Coordinate investigator meetings
- Protocol development and questionnaire development.
- Management of face-to-face survey implementation, including support of survey coordinators based in partnering organisations to promote and implement survey collection in community settings, sporting and cultural events.
- Management of online survey collection, including use of marketing via social media.
- Manage compliance with approved research ethics protocols.
- Coordinate and contribute to capacity development opportunities for survey coordinators and collectors.
- Contribute to data analysis and reporting.
- Coordinate production of the final report.
- Under broad direction, coordinating aspects of the project life-cycle, including planning, monitoring, and evaluation activities as relevant to the project phase/s.



Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The University's [Code of Conduct](#).
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University, Faculty, Institute or School.
- The adoption of sustainable practices in all work activities, and compliance with associated legislation and related University [sustainability responsibilities and procedures](#).
- Requirements of the *Education Services for Overseas Students Act 2000*, the *National Code 2007* and associated legislation, and related [responsibilities and procedures](#) developed by the University.



About you

The University of Queensland considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this position under *s25 of the Anti-Discrimination Act 1991(Qld)*.

The position is therefore only open to Australian Aboriginal and/or Torres Strait Islander people.

The successful candidate will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

- Applicants should possess postgraduate qualifications with at least four years subsequent relevant experience and/or an equivalent combination of relevant experience and/or training
- Demonstrated experience working in a research environment and demonstrated evidence of the capability of working effectively with researchers and ethics committees
- Experience working with Indigenous populations.
- Experience of working in a higher education, research institution or Indigenous health service, or the capability to quickly acquire this knowledge and apply in the workplace.
- Strong interpersonal and communication skills with proven ability to produce clear, succinct research documentation and the ability to communicate effectively and build working relationships with a wide range of internal and external stakeholders.
- Demonstrated skills and experience in project management in a research environment
- Commitment to upholding the University's values, and with the outstanding personal qualities of openness, respectfulness, and integrity.
- A commitment to upholding the highest standard of research integrity, ethics and workplace health and safety.
- Well-developed problem-solving skills, with an ability to forward plan, prioritise tasks to meet deadlines and work with a high level of adaptability, both independently and as part of a team.

Additional information

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's [Diversity and Inclusion webpage](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to talent@uq.edu.au.



What we can offer

This is a full-time (100%), fixed-term position through to July 2026.

At HEW Level 7, the full-time equivalent base salary will be in the range \$96,649 – \$105,244, plus a generous super allowance of up to 17%. The total FTE package will be up to \$113,080 – \$123,136 annually. As these roles are covered by an Enterprise Agreement, you will also receive regular remuneration increases in line with the Enterprise Agreement..

You will be able to take advantage of [UQ Sport Facilities](#), recreation leave loading (of 17.5%), salary sacrificing options, discounted private health insurance, [development programs](#) and many other benefits.

For further information, please review [The University of Queensland's Enterprise Bargaining Agreement 2021-2026](#).

How to apply

All applicants must supply the following documents through the [UQ Careers portal](#):

- Cover letter addressing key selection criteria in the 'About You' section
- Resume

To satisfy prerequisite questions and ensure your application can be considered in full, all candidates must apply via the [UQ Careers portal](#) by the job closing deadline. Applications received via other channels including direct email will not be accepted.



The University of Queensland

For more than a century, The University of Queensland (UQ) has created positive change for society by delivering knowledge leadership for a better world.

UQ ranks among the world's top universities, as measured by several key independent rankings, including the CWTS Leiden Ranking (35), U.S. News Best Global Universities Rankings (36), the Performance Ranking of Scientific Papers for World Universities (33), QS World University Rankings (43), Academic Ranking of World Universities (51), and Times Higher Education World University Rankings (70).

At UQ, we're changing the way higher education is imagined and experienced. Our students enjoy a rich campus experience, including a range of accommodation options, as well as innovative and flexible learning pathways, diverse and dynamic partnership opportunities, and an integrated digital and campus learning environment.

More than 55,000 students – including the majority of Queensland's highest academic achievers as well as top interstate and overseas students – study across UQ's 4 beautiful campuses in South East Queensland at St Lucia, Herston and Gatton. They include around 20,000 postgraduate and approximately 21,500 international students who contribute to a diverse, supportive and inclusive campus community.

With a strong focus on teaching excellence, having won more national teaching awards than any other Australian university, UQ is committed to providing students with the best opportunities and practical experiences during their time with us, empowering them with transferable knowledge and skills that will prepare them to exceed expectations throughout their careers.

UQ's 332,000 graduates are an engaged network of global alumni spanning 184 countries, and include more than 17,700 PhDs.

UQ's 6 faculties, 8 globally recognised research institutes and more than 100 research centres attract an interdisciplinary community of 2,500 scientists, social scientists and engineers, who champion research excellence and continue UQ's tradition of research leadership. This is reflected in UQ being the number one recipient of Australian Research Council Fellowships and Awards nationally across all scheme years (452 awards worth \$339 million).

UQ has an outstanding track record in commercialising innovation, with major technologies employed across the globe and gross product sales of more than \$57 billion.

UQ is one of only 4 Australian members of the global Universitas 21, a founding member of the Group of Eight (Go8) universities, a member of Universities Australia, and a member of the Association of Pacific Rim Universities (APRU).

UQ employs more than 7,500 academic and professional staff (full-time equivalent) and has a \$2.47 billion annual operating budget.

Governance

The University of Queensland is governed by a 22-member Senate representing University and community interests. Senate is led by the Chancellor, elected by the Senate. The University of Queensland Act 1998 grants Senate wide powers to appoint staff, manage and control University affairs and property, and manage and control finances to promote the University's interests.

uq.edu.au/about/governance



Working at UQ

UQ is a great place to work and is a culturally inclusive space for staff and students, where diversity is valued. The University of Queensland (UQ) acknowledges and respects Aboriginal and Torres Strait Islander peoples as First Australians. We value and celebrate the uniqueness of knowledges, cultures, histories and languages that have been created and shared for at least 65,000 years.

Our values guide our behaviour and provide the foundation of our culture. The [UQ Strategic Plan 2022-2025](#) articulates these values, what we strive for, how we work together, and our commitment to discovering and sharing truth.

Our values

What we strive for

Creativity

We apply our creativity as a way of seeking progress. We value new ideas, seek fresh perspectives and pursue game-changing innovations and opportunities.

Excellence

We strive for excellence in everything we do. We apply the highest standards to our work to achieve the greatest impact for the benefit of communities everywhere.

Central to what we do

Truth

Truth is central to all that we do as a university. We seek truth through our focus on the advancement and dissemination of knowledge, and our deep commitment to academic freedom and freedom of expression.

How we work together

Integrity

We always act with integrity. As stewards of the University's resources and reputation, we are honest, ethical and principled.

Courage

We are courageous in our decision-making. We are ambitious, bold and agile. We demonstrate moral courage, so that we are always guided by a sense of what is right.

Respect and inclusivity

We provide a caring, inclusive and empowering environment for all. We engage respectfully with one another and promote the value that our diversity brings to our whole community.



UQ is committed to Aboriginal and Torres Strait Islander peoples' learning, discovery and engagement. The University's Strategic Plan outlines strategies aimed at increasing opportunities for Aboriginal and Torres Strait Islander peoples, which are supported through the development of a Reconciliation Action Plan and Aboriginal and Torres Strait Islander Employment Strategy. Here in Australia, we especially want to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities.

At a national level, in partnership with Aboriginal and Torres Strait Islander communities, we will embed reconciliation across the University's operations to achieve and implement a 'Stretch' Reconciliation Action Plan (RAP) by 2025.

The Aboriginal and Torres Strait Islander Research and Innovation Strategy will support Indigenous researchers and empower research excellence that benefits Aboriginal and Torres Strait Islander peoples, communities and organisations. We aspire to play a leading role in reconciliation as advocates with and for Aboriginal and Torres Strait Islander peoples and communities—especially through truth telling and building greater cultural understanding.

UQ provides staff with a beautiful working location and welcoming campus culture. Working at UQ will provide you with a range of benefits including:

- flexible working culture, with access to a range of flexible working arrangements;
- cultural leave for Aboriginal and Torres Strait Islander staff;
- access to services on campus, including childcare centres;
- health and wellbeing initiatives; and
- opportunities to connect with staff networks, such as the Aboriginal and Torres Strait Islander Staff Network and the UQ Ally Network.

The University of Queensland believes in maintaining a safe work environment for all, which is why we are introducing a COVID-19 vaccination requirement that all staff be fully vaccinated, subject to limited exemptions.

More information about life at UQ including staff benefits, relocation and UQ campuses is available at: staff.uq.edu.au/information-and-services/human-resources



Cultural support at UQ

Workplace Diversity and Inclusion provides information and support to staff and prospective staff and drives strategies and initiatives to create a safe, welcoming and inclusive space for staff at UQ that values the strength of diversity. The Indigenous Employment Team is responsible for the development and implementation of the [Aboriginal and Torres Strait Islander Employment Strategy 2019–2022](#) which aims to support Aboriginal and Torres Strait Islander people and staff through three main objectives:

Grow

Position UQ as an employer of choice for Aboriginal and Torres Strait Islander peoples in all levels and areas of the University.

Develop

Provide access to career development opportunities for Aboriginal and Torres Strait Islander staff.

Respect

Develop a workplace that values the contribution and positive difference that Aboriginal and Torres Strait Islander staff provide.

Aboriginal and Torres Strait Islander staff at UQ are encouraged to celebrate their culture, history and country and are entitled to five days of cultural leave annually to attend cultural activities, obligations and ceremony.

The [Deputy Vice-Chancellor \(Indigenous Engagement\)](#) is responsible for leading the implementation of UQ's first [Reconciliation Action Plan](#) and strengthening leadership within the University in relation to Indigenous Engagement, as well as building links with the community. The [Aboriginal and Torres Strait Islander Studies \(ATSIS\) Unit](#) strongly supports the celebration of Aboriginal and Torres Strait Islander cultures and recognises the enormous contributions that Aboriginal and Torres Strait Islander peoples and perspectives bring to UQ's learning, discovery and engagement activities and supports students from pre-enrolment through to graduation.

UQ's [Aboriginal and Torres Strait Islander Staff Network](#) provides a regular opportunity to get together, share stories, make connections and yarn about how UQ can keep developing as an employer of choice for Aboriginal and Torres Strait Islander peoples. There is also a network newsletter that promotes UQ jobs, training and development opportunities and useful tips, and enables us to share achievements from our community.

More information on Aboriginal and Torres Strait Islander Staff support can be found on our [current staff website](#).

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Further information

General information on the University is available through the University's website: uq.edu.au

Other documents which you may wish to refer to include:

- Annual Report:
about.uq.edu.au/organisation/policies-procedures-guidelines/annual-reports
- Governance:
about.uq.edu.au/governance
- Key statistics:
pbi.uq.edu.au/ClientServices/UQStatistics/index.aspx
- Organisation chart:
about.uq.edu.au/files/5643/org-chart.pdf
- Research at UQ:
research.uq.edu.au
- Strategic Plan 2022-2025:
about.uq.edu.au/strategic-plan
- UQ Global Strategy:
global-strategy.uq.edu.au
- UQ Reconciliation Action Plan:
about.uq.edu.au/reconciliation/plan
- UQ Aboriginal and Torres Strait Islander Employment Strategy:
staff.uq.edu.au/files/24066/uq-indigenous-employment-strategy-2019.pdf





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