FIJI NATIONAL UNIVERSITY

Job Description

Position Title: <u>Research Fellow – Research Data Management & Analysis</u>

Position Purpose

To operate effectively as part of a team of academic, technical, and administrative colleagues in order to facilitate learning and the advancement of knowledge through teaching, research/publication, consultancy and administration, The Research Fellow is also expected to lead the design, development, and reporting of research studies for CMNHS. The incumbent is also expected to undertake (primary and secondary) research and administer research projects, mentor mid-career researchers. and support research publications.

Scope of Work

- Provide advice to students and staff choice of statistical analysis strategies, reliability of measurements and interpretation and presentation of statistical results.
- Support students and staff on using a variety of advanced statistical software, methods, and techniques to gather, analyse, and interpret research data to derive useful information for research data; Provide training on statistical software, as appropriate; maintains knowledge of current and emerging trends in statistical analysis methodology;
- Mentor staff with statistical support;
- Provide technical support and guidance on data management principles and regulatory requirements for clinical trials and medical research; and
- Performs any other work as assigned.

Organizational Relationships:

Position Type: Fixed Term Employment Contract
Reporting to: Dean CMNHS, through the Associate Dean Research
Staff Responsible to you: N/A
Hours of Work: Normally between the hours. 8.00am – 4.30 pm plus any other hours deemed necessary. Salaried full - time staff may be required to work days, evenings, weekends and public holidays. Must return to duty whenever needed.

Functional Relationships:

Internal Contacts: Heads of Department, Heads of Schools, Associate Dean Research, Dean CMNHS, Vice Chancellor, Staff and students

External Contacts: Industry, Ministry of Education, Students, School/Department, Principals, NGOs, External Institutions/Universities and Stakeholders of the Fiji Institute of Pacific Health Research

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1.0. DUTY STATEMENT

Primary Duties and Responsibilities:

- Support research and development at the College of Medicine Nursing & Health Sciences by providing support and training in the area of health data management data analysis arid data interpretation

- Work collaboratively with a dynamic group of teaching and research academics to train research active staff and students the use of popular data management and analysis software used in the course of health research

- Provide advice on sample size calculations, statistical methods, and study design during the conceptual phase of research projects

- Assist research coordinators to develop project plans, timelines, or statistical objectives for health research projects

- Ptovide advice on data analysis plans during the design and implementation phase of research projects

- Provide advice and support to improve data cleaning and analysis phases of research projects

- Provide advice on interpretation of research results and report writing

- Work with the academic departments and research centers to develop capacity in analyzing health research data

- Utilize basic programming and data management skills to critique and improve or implement research related databases at the College of Medicine Nursing & Health Sciences

- Works with investigators to formalize analysis plans and reporting specifications; advises as to choose of statistical analysis strategies, reliability of measurements and identifiability of models and interpretation and presentation of statistical results

- Builds and sustains collaborative relationships with individuals in different schools and serves as subject-matter expert for research teams, internal and external committees, and other collaborators

2.0. PERFORMANCE APPRAISAL AND STAFF REVIEW

Annual performance appraisal and staff review shall be based on performance in all areas of work responsibilities described above.

3.0. KEY RESULT AREAS AND KPIs

Key Result Areas (KRAs)	Key Performance Indicators (KPI) – Tasks and Objectives	Outcomes & Achievement : Comments on Progress to date
Research and Publication	• Carry out quality research in the area of research specialisation and expertise • Communicate research findings/results through seminars, workshops, public lectures, conferences, and publication • Demonstrate high-level project management skills in all aspects of research projects including writing proposals & seeking external fundings • Demonstrated skills in the design of research instruments and in the analysis of quantitative data and qualitative data	• Presentation of seminars, public lectures • Presentation of papers at workshops, symposiums and conferences • Publication of a high-quality ranked journals & peer-reviewed publications and outputs for a broad audience • Obtaining research grants or external funding for the project
Prepare, Conduct and Disseminate Knowledge	• Break-down theoretical knowledge and specialized jargon into understandable student's terminology • Able to articulate specialised concepts in to a systematic, coherent framework • Plan, conduct and supervise the teaching of units in accordance with the academic regulations of the FNU	• Coverage of syllabus within FNU Academic policies and procedures • All courses to strictly comply with all academic policies, regulations and procedures • Timely preparation and presentation of teaching materials
Professional Standards	• At all times, staff conduct should be professional and ethical to all staff, students and external community.	• No staff, student or external complaints about work performance and behaviour
Consultancy	• Keep a watch for consultancy opportunities in the area of specialization and expertise • Submit for consultancy projects • Carry out consultancies granted within the university policies relating to consultancies and intellectual property	• Quality consultancy reports to be submitted to clients providing consultancies.

4.0. JOB DESCRIPTION AND VARIATION TO EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.

5.0. ACADEMIC PATHWAYS

This JD lists the tasks required of an academic, however, you may be required to focus on certain areas depending on your chosen academic track i.e., Teaching & Research (TR) and Teaching, Scholarship, and/or Professional Practice (TSPP). In consultation with your supervisor, you will need to choose between these two tracks through the annual Performance Management Plan (PMP) exercise. You will be monitored for performance based on the chosen track.