

POSITION DESCRIPTION:

Research Assistant: Competencies Renewal Project

Location: Remote/virtual

Position type: Casual - approximately 8 hours per week although will vary over the course of the project.

Reporting Line: The position reports into the CAPHIA Executive Director and works closely with the Project team including staff, the Project Co-Chairs, Steering Committee, and other governance groups.

Remuneration: The hourly rate for this role is between \$40 - \$47.5 inclusive casual loading, plus superannuation.

BROAD PURPOSE

The Council of Academic Public Health Institutions Australia (CAPHIA) Competences Renewal Steering Committee is responsible for developing the CAPHIA Competencies Third Edition. This includes, but is not limited to:

- Developing a new CAPHIA Competency Framework Model
- Writing Third Edition competencies within the new Framework Model
- Leading iterative consultations with stakeholder groups to inform development and finalisation of the Third Edition.

The Research Assistant will support the activities of the Competences Renewal Steering Committee to undertake a three phased research approach to produce the Third Edition. The three phased research approach aims to characterise the competencies [knowledge, skills, attributes] required by public health graduates to effectively contribute to the workforce and meet existing and emergent public health needs by:

- Identifying and synthesising competencies required by public health graduates to address current and future public health requirements.
- Developing a preliminary framework mapping graduate competencies that may allow them to contribute to Australia's public health workforce effectively.
- Establishing validity and conduct a formative evaluation of a national competency framework for public health graduates.

POSITION ENVIRONMENT

[CAPHIA](#) is the peak body that represents public health in universities that offer undergraduate and postgraduate programs and research and community service activity in public health throughout Australasia. Our members across Australia, New Zealand, Fiji and Papua New Guinea includes universities and affiliate organisations that closely align with CAPHIA's vision, mission and objectives. CAPHIA was founded in 2011 with a mission of advancing Public Health Education, Research and Workforce Development. The Council's [2021-2024 Strategic Plan](#) focuses on three pillars:

1. Professional Development: Building the capacity and skills of our members;
2. Advocacy: promote and support the collective views of member institutions and advocate for increased investment in public health teaching, learning and research.
3. Partnerships and Networks: support, facilitate, and enhance partnerships and networks both within and beyond Australasia

At present our members come from Australia, New Zealand, Papua New Guinea, and Fiji. Its purpose is to maintain high quality academic standards in the education and development of public health practitioners and

researchers, to lead and represent public health education in the tertiary education sector, and to be a respected voice and advocate for the development of public health professionals and researchers in Australasia.

CORE RESPONSIBILITIES

Core responsibilities may include, but are not limited, to:

- Drafting ethics applications
- Supporting conduct of qualitative research including recruitment of participants, conduct of interviews and data analysis.
- Conducting literature / scoping reviews
- Drafting manuscripts and reports
- Preparing agendas and taking minutes for committee meetings
- Other activities to support the work of the Competencies Renewal Steering Committee

KEY SELECTION CRITERIA

Essential

- A bachelor's or master's degree in public health or cognate discipline.
- Demonstrated knowledge of the public health profession.
- Experience conducting qualitative research.
- Evidence of excellent communication and writing skills.
- High level organisational skills with the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision.
- Demonstrated ability to work collaboratively and productively with multiple stakeholders.

Desirable

- Evidence of development, review, or application of competencies.
- Experience conducting quantitative research.