

Position Description – Research Fellow and Analyst, SURE Program, NCETA

Updated 17 September 2025

POSITION DETAILS	
College	College of Medicine and Public Health
Organisational Unit	National Centre for Education and Training on Addiction (NCETA)
Supervisor	Manager, SURE Program, NCETA
Classification	Research Academic Level B
Employment Type	Fixed term, full time (3 years)

POSITION SUMMARY
<p>The National Centre for Education and Training on Addiction (NCETA) is an internationally recognised Research Centre that works as a catalyst for change in the alcohol and other drugs field. The Centre works to reduce the harms from alcohol and other drugs from prevention through to treatment. NCETA is located within the College of Medicine and Public Health and is part of the Flinders Health and Medical Research Institute (FHMRI) at Flinders University in South Australia. NCETA is home to the Substance Use Research and Evaluation (SURE) Program which conducts analysis, tracking and review of substance use patterns and outcomes for the South Australian Government.</p> <p>The Research Fellow and Analyst will oversee the Centre's data collections/datasets and provide statistical analysis and advice across various NCETA projects, including the SURE Program. The position will also contribute to project design and implementation, and preparation of reports and peer-reviewed publications.</p> <p>The Research Fellow and Analyst may also be required to supervise honours and post-graduate research projects and deliver guest lectures.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity policies</i>. <p><i>A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required before the successful applicant can commence in this position.</i></p>

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Research Fellow and Analyst is responsible for:

- Overseeing the SURE Program's data collections/datasets
- Maintaining up-to-date knowledge of emerging statistical methods and providing expert advice on the selection and application of appropriate techniques across diverse projects
- Actively contributing to the research project by collaborating with the Research Team to successfully deliver project milestones and Key Performance Indicators, including those set by external funders.
- Independently contributing to the planning and execution of research with the Director, NCETA, team members and stakeholders by offering new and innovative ideas, reviewing relevant literature and other sources of information, contributing to the writing and editing of grant applications and presenting at seminars, meetings and conferences.
- Independently contributing to ethical, high quality and innovative research and evaluation through activities such as publishing in recognised high quality journals and assisting the preparation and submission of bids for external research funding.
- Playing a lead role in coordinating, planning and executing the project tasks required to collaborate with industry partners by preparing project reports, and peer-reviewed papers, and other complex documents as required.
- Supervising student research projects (including undergraduate, honours and post-graduate students)
- Disseminating the Centre's research findings via conference, seminar and workshop presentations.
- Establishing and maintaining collaborations within the University, and at State, national and international levels in order to improve research outputs, patents and publications.
- Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a PhD or equivalent qualification in a relevant discipline (e.g. health sciences, organisational psychology, behavioural science, alcohol and other drugs).
- Comprehensive knowledge of quantitative statistical methods and demonstrated experience with SPSS or an equivalent statistical analysis package
- Demonstrated experience in setting up and managing datasets, conducting analyses, and generating insights and reports from large, complex data sources."
- Demonstrated research experience in writing high quality peer-reviewed publications, attraction of external competitive grants and presentations at a national and/or international level.
- Demonstrated experience in meeting project outputs on time.
- Demonstrated ability to critically review the literature in relevant fields.
- Demonstrated excellent oral and written communication skills in an academic environment.
- Ability to plan and organise workload to achieve targets and meet internal and external deadlines.
- Self-motivation and ability to work under limited supervision
- Demonstrated well-developed interpersonal skills and experience in collaborating and engaging with diverse stakeholders and industry partners.
- Demonstrated understanding and experience conducting research in the alcohol and other drugs field. (Desirable)
- Demonstrated experience in conducting qualitative research and interpretation. (Desirable)