



THE UNIVERSITY OF NOTRE DAME AUSTRALIA



## APPLICATION PACK

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### RESEARCH ASSOCIATE TRANSLATIONAL RESEARCH IN SPIRITUAL CARE INSTITUTE FOR ETHICS AND SOCIETY SYDNEY CAMPUS

Salary: \$111,335 per annum (pro-rata if part-time)  
(Inclusive of 12% Super and 17.5% Leave Loading)

Level B, Full-Time (Part-Time by Negotiation), Fixed-Term (12 months)

- Foster your awareness of ethical practices in professional and social life
- Work collaboratively with St Vincent's Health Australia
- University voted #1 for quality of educational experience

#### About the University

Notre Dame is a modern private University that embraces the Catholic intellectual tradition, with student experience, employment and graduate outcomes consistently among the best in Australia.

12,000 students are enrolled in our comprehensive range of undergraduate and postgraduate programs across Australia.

Additional information about the university can be found at our website at: [www.notredame.edu.au](http://www.notredame.edu.au)

#### About the role

- Ability to undertake rigorous inquiry into spiritual care practices, pastoral care practices and spiritual care education in the healthcare sector.
- Liaise with the IES Director to develop empirical, theological and philosophical aspects of interdisciplinary spiritual care research in consultation with Director of Mission, St. Vincent's Health Network Sydney (SVHNS).
- Assist in the development of ethics applications, research design and analysis, data collection, reporting, research publications, funding applications and other current research-related project documents.

#### Skills and experience

- Background in qualitative data collection and analysis, preferably in healthcare contexts.
- Demonstrated knowledge of the translation of research to practice.
- Experience in using research technologies such as data analysis software is an advantage

#### Location:

Broadway Campus:

[https://www.notredame.edu.au/data/assets/pdf\\_file/0024/2688/Map\\_Broadway\\_Site\\_May18.pdf](https://www.notredame.edu.au/data/assets/pdf_file/0024/2688/Map_Broadway_Site_May18.pdf)

#### Closing Date

Applications will remain open until an appointment is made

**Proposed Start Date:**

As negotiated

**Enquiries**

**John Rees:** Acting Director, Institute for Ethics and Society | (02) 8204 4131 | [john.rees@nd.edu.au](mailto:john.rees@nd.edu.au)  
(**DO NOT** email your application to this address. See "*APPLICANT COVER SHEET*" for instructions)

**How to apply**

Please continue reading for instructions on how to prepare your application.

## ABOUT THE UNIVERSITY

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The University of Notre Dame is a private Catholic university with campuses in Fremantle, Broome and Sydney. Notre Dame follows the tradition and practices of Catholic higher education which, for centuries, has offered leadership in university education. It is committed to a personalised education, underpinned by pastoral care and support for all its students. Degrees and courses are offered in the following disciplines: Arts & Sciences, Business, Education (Teaching), Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy & Theology.

The Sydney campus is located at Broadway and Darlinghurst with convenient access to public transport, student accommodation and essential amenities. Former churches, schools, and presbyteries have been sensitively and beautifully restored to form the beautiful Sydney campus. The restoration has returned them to their rightful position, historically, culturally and significantly, as Sydney heritage landmarks.

The core part of the redevelopment has been the major restoration to the historic St Benedict's and Sacred Heart Churches, which serves the parish and inner-city communities.

### **The Catholic Faith**

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is 'sanctification': making the world holy; bringing people to God through Jesus Christ. Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of activities and works; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's moral teaching—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some understanding of the Church's position, particularly as it reflects our own work and life, and a genuine respect for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

In particular, please read our staff code of conduct and about the Catholic intellectual tradition:

<https://www.notredame.edu.au/staff/staff-resources/policies-and-procedures>

<https://www.notredame.edu.au/about/catholic-intellectual-tradition>

## THE OBJECTS OF THE UNIVERSITY

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The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
  - (i) teaching, scholarship and research;
  - (ii) training for the professions; and
  - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

## HOW TO PREPARE YOUR APPLICATION

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### YOUR APPLICATION **MUST** INCLUDE THE FOLLOWING INFORMATION:

#### Applicant Cover Sheet

- Complete and submit the Applicant Cover Sheet, located on the last page of this pack.

#### Cover Letter and Resume

- Please outline your suitability for the role with your current resume. These documents should include your current contact details.

#### Selection Criteria

- Please address each criterion separately, demonstrating how your experience, qualifications and/or personal attributes.

#### Qualifications

- If you are listing qualifications and training as part of your application in your resume, you should provide copies with this application.
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

#### Referees

- Be prepared to provide contact details of at least three referees who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

#### Right to Work in Australia

- You are required to submit evidence of your right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required plus Passport: (Do not provide originals at this time)
  - ✓ Passport
  - ✓ Australian Certificate of Citizenship
  - ✓ If born before 20 August 1986, an Australian birth certificate
  - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
  - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

#### Other Clearances

- A Federal Police Clearance and/or Working With Children Check will be a requirement before commencing in this position.

#### PRIVACY STATEMENT

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).

#### How to apply

- Please email your complete application to: [sydney.staffing@nd.edu.au](mailto:sydney.staffing@nd.edu.au)



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

## POSITION DESCRIPTION

INSTITUTE FOR ETHICS AND SOCIETY, SYDNEY CAMPUS  
ST VINCENT'S HEALTH NETWORK SYDNEY

RESEARCH ASSOCIATE  
TRANSLATIONAL RESEARCH IN SPIRITUAL CARE  
Level B, Full-Time (Part-Time by Negotiation), Fixed-Term (12 months)

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The responsibilities in this Position Description are in addition to the requirements set out in The University of Notre Dame Australia Academic Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position is jointly supported by St. Vincent's Health Australia and UNDA to facilitate and extend research into the understanding and practice of spiritual care within healthcare contexts. The research will raise awareness of an aspect of patient care that is central to the mission of St. Vincent's Health Australia and a crucial feature of the training of healthcare professionals at UNDA.

The Research Associate will be located at the Sydney Campus and reports to the Director of the Institute for Ethics and Society (IES) in collaboration with the Director of Mission at St. Vincent's Health Network Sydney (SVHNS).

### **The duties of the position include, but are not limited to:**

1. assisting with conducting spiritual care related research for current collaborative research projects between St. Vincent's Health Australia (SVHA) and the Institute for Ethics & Society (IES);
2. assisting with the work of SVHA and IES in supporting development of spiritual care training relevant to the translation of spiritual care research to practice;
3. contributing as a member of the SVHA Pastoral Care Working Group to support evidence based practice;
4. assisting the IES Director in developing the empirical, theological and philosophical aspects of interdisciplinary spiritual care research in consultation with the Director of Mission, St. Vincent's Health Network Sydney (SVHNS);
5. assisting in developing a Leadership profile in Spiritual Care Education for IES and SVHA within the University, in the healthcare sector and within the community;
6. assisting with the preparation of ethics applications, data collection, analysis, reporting, research publications, funding applications and other research-related documents for current research projects;
7. liaising with colleagues and other stakeholders of current SVHA/IES research projects to ensure research project objectives are met;
8. assisting with the organisation of research related and public engagement activities including interstate travel as required;
9. assisting with the work of SVHA and IES in supporting formation and pastoral care activity relevant to the translation of spiritual care research to practice;
10. collaborating in the development of new research projects, publishing and applying for funding in the research team's areas of relevant expertise, as determined in consultation with the Directors (IES/Mission, SVHNS);
11. carrying out activities to maintain and develop scholarship and research expertise within the spiritual care area; and
12. undertaking other responsibilities as required by the Director (IES) in consultation with the Director of Mission (SVHNS), or their delegates.

November 2018

## SELECTION CRITERIA

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### **ESSENTIAL:**

1. Support of the Objects of Notre Dame as a Catholic university and the Mission of St. Vincent's Health Australia

### **Qualifications and Experience:**

2. Completion (or near completion) of a relevant Honours (1 or 2A), Master or PhD Degree (Bioethics, Medical Ethics, or a relevant field of Philosophy or Sociology)
3. Demonstrated experience in qualitative data collection and analysis, preferably in healthcare contexts

### **Knowledge, Skills and Abilities:**

4. Ability to assist with all aspects of the development of research projects, including research funding applications.
5. Ability to draft high quality research publications with the potential to publish in relevant journals (e.g. Bioethics, Medical Ethics, Sociology of Health, Applied and Professional Ethics)
6. Ability to assist with the dissemination of research outputs within the University sector, the healthcare sector and the community.
7. Demonstrated knowledge of the translation of research to practice.
8. Demonstrated experience in using research technologies such as data analysis software is an advantage.
9. Demonstrated ability to build relationships and work collaboratively in an interdisciplinary context.

### **DESIRABLE:**

10. Publication record in Bioethics, Medical Ethics or a relevant field of Philosophy or Sociology.



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

**APPLICATION COVER SHEET**

After you have read the job application pack, complete this page and submit with your application documents.

Name	<input type="text"/>
Email	<input type="text"/>
Position applied for	Research Associate - Translational Research in Spiritual Care
School / Department	Institute for Ethics and Society
Closing Date	<input type="text"/>
How did learn about this vacancy?	<input type="text"/>

Please check the following to ensure your application is complete:

- Cover Letter (optional)
- Resume or CV included
- Separate document with the explanation of how you meet each of the individual Selection Criteria included
- Copies of any relevant academic or training transcripts or qualifications included
- Copy of Passport included
- A form of Photo ID included (can include your work rights documentation such as passport)
- Documents showing you are legally allowed to work in Australia included (See *"HOW TO PREPARE YOUR APPLICATION"* in the application pack detailing the required documents)
- The application must be in **PDF** or Microsoft **Word** format
- The application must be less than 10 megabytes in size
  
- Yes  No Are you an existing UNDA employee? (includes sessional, casual or fixed term)
- Yes  No Do you authorise UNDA to contact your nominated referees?
- Yes  No Do you want to be considered for other similar vacancies at UNDA?
- Yes  No If required, do you give permission for UNDA to verify your work status with the Australian Department of Immigration & Citizenship?

If you have completed and checked the above items, please send your application to: [sydney.recruitment@nd.edu.au](mailto:sydney.recruitment@nd.edu.au)

**PRIVACY STATEMENT**

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>. You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).