

University Selection Criteria

It is often useful to telephone the 'Contact Officer' who is also circled below to discuss the selection criteria, the preferred background of potential candidates, preferred skills etc. The Contact Officer may be your new boss or co-worker, so be prepared for a 'mini-interview' if you do call.

You should also request an information package as soon as possible. This will usually contain: a list of the selection criteria, the duty statement/job description, employment policies and sometimes, relevant materials about the department and the work team.

NATIONAL DRUG AND ALCOHOL RESEARCH CENTRE

REF. 554NET

FIXED TERM: Total Remuneration: Level 6: A\$49,795 - A\$55,013 per year.
(Salary Level 6: A\$42,078 - A\$46,487 per year plus up to 17% employer superannuation plus leave loading.)

The Centre was established by the Commonwealth Government at UNSW in 1986 to extend the knowledge base required for effective treatment of people with alcohol and other drug related problems. The Centre is multidisciplinary and collaborates with other academic units nationally and internationally.

The successful applicant will act as a Clinician on a randomised controlled trial of a brief intervention for cannabis use disorders among adolescents and their carers. In addition to delivering the brief clinical intervention, the successful applicant will assist in the development of treatment and assessment protocols. This project will provide postgraduate research opportunities. The research will be conducted in Sydney.

Essential criteria: degree in behavioural sciences; experience in working with people with substance use problems; demonstrated ability to work well in a team; a current NSW driver's licence; ability to meet the requirements of the NSW Child Protection (Prohibited Employment) Act 1998 as well as a knowledge of EEO/AA principles.

Desirable criteria: postgraduate clinical/counselling qualifications; experience in working with adolescents and/or families; familiarity with cognitive-behaviour therapy. This is a fixed term appointment for one year with the possibility of extension.

Enquiries should be directed to Dr Jan Copeland or Dr Wendy Swift on telephone (02) 9398 9333 or email: <omitted>.

Applications close 15 November 2000.

Selection Criteria Statement - Sarah Wong
Research Assistant

Faculty of Medicine - National Drug and Alcohol Research Centre - UNSW

Essential

1. Degree in behavioural sciences

My educational qualifications are provided in detail in my resume on page 1. I possess the following relevant qualifications:

- Master of Psychology - Clinical Psychology

Major Thesis: *Alcohol Consumption Patterns in Australian First Year University Students*

- Bachelor of Science (Honours) - Psychology Major

2. Experience in working with people with substance use problems

As outlined on page 2 of my resume, I have over nine months of experience working with people with substance use problems. I worked as *Research Assistant* with *AEIDA - Association for Education and Information on Drugs and Alcohol* researching cannabis use by pregnant women. This was a particularly sensitive role, as the researchers and research participants had to consider both the mother and the child she was carrying in every aspect of the research.

During my Master of Clinical Psychology, I worked as a Trainee *Drug and Alcohol Counsellor* with *WDAEC - Woodoona Drug and Alcohol Education Centre*. This position involved _____, _____, _____ and _____ on a day-to-day basis. I received training and guidance from my clinical supervisor and developed skills in _____, _____, and _____ that will be invaluable in the Research Assistant position.

My experience, and my reflection and learning through my experience, has taught me that the most important factors in dealing with people with substance use problems are:

-
-
-
- and
-

With both experience and deep interest in this field of research, I am confident in my ability to provide excellent research services in this demanding and sensitive work area.

3. Demonstrated ability to work well in a team

During my past two professional positions I worked as a part of close, interdependent, multi-discipline teams. During this time I developed important skills in teamwork including:

- **The ability to help the team come to a workable decision** and implement strategies to achieve decisions, demonstrated by my facilitation of a recent research planning day, resulting in a thorough, innovative team planning report
- **How to communicate openly and productively**, specifically able to communicate opposing ideas in a respectful and thought-provoking manner
- **How to leverage diversity and individual experience** to produce creative and successful outcomes for the group
- **Motivating and supporting other team members**, demonstrated recently on a challenging research case

4. A current NSW driver's licence

I have a current class 1A driver's licence and a reliable vehicle. I have been driving for over 5 years and have a perfect driving record and have never been involved in a car accident.

5. Ability to meet the requirements of the NSW Child Protection (Prohibited Employment) Act 1998

The NSW child protection (Prohibited Employment) Act 1998 states thatI have read this act and am quite sure that I meet the stated requirements. I understand that it will be necessary for me to undergo acheck and I am freely willing and able to do so.

6. A knowledge of EEO/AA principles

Equal Employment Opportunity and Affirmative Action principles and initiatives help an organisation to create an environment for staff and students that nurtures "fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification". (Quote from UNSW Equity and Diversity policy statement). I have knowledge of these principles developed through research and a commitment to them, based on my personal values. According to these principles it is unlawful to discriminate based on any of the following factors:

- Age;
- Compulsory retirement from employment;
- Disability (physical, intellectual, psychiatric, sensory, neurological and learning disabilities; including physical disfigurement, the presence in the body of an organism capable of causing disease, and current, past, future or imputed disability).

- Marital status (single; or, with reference to a person of the opposite sex, married, separated, divorced, widowed or in a de facto relationship);
- Pregnancy or potential pregnancy;
- Race (including colour; nationality; descent; ethnic, ethno-religious or national origin; and immigration).
- Religious or political affiliation, views or beliefs;
- Sex; sexual harassment;
- Homosexuality (male or female, actual or presumed);
- Transgender or transsexuality (anyone who lives, has lived, or wants to live as a member of the opposite gender to their birth gender including people who are assumed to be transgender);
- Actual or imputed characteristics of any of the attributes listed above; and
- Association with a person identified by reference to any of the attributes listed above;
- Termination of employment on any of the grounds listed above, and also on the grounds of family responsibilities, social origin, temporary absence from work because of injury or illness, union membership, participation in union activities, non-membership of a union, and absence from work during maternity or other parental leave.

Affirmative Action identifies certain equity groups who can be provided support through affirmative programs, services and staffing/student quotas. The groups identified at UNSW are:

- Aboriginal and Torres Strait Islander people
- People with disabilities
- People of non-English speaking background
- Women.

For students, UNSW identified equity groups are:

- Aboriginal and Torres Strait Islander people
- People with disabilities
- From socio-economically disadvantaged backgrounds
- From rural and isolated areas
- People of non-English speaking background
- Women in non-traditional areas of study.

Desirable

1. Postgraduate clinical/counselling qualifications

My postgraduate qualification is in Clinical Psychology as shown below. In addition to this training, I have undergone over one year of counselling skills training in the form of evening and weekend courses in a range of counselling techniques. See my resume, page 4.

