



POSITION DESCRIPTION

Department of Physiotherapy, School of Health Sciences
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant – Centre for Health, Exercise & Sports Medicine

POSITION NO	0056091
CLASSIFICATION	Research Assistant (Grade 2) – Level A
SALARY	Level A.5 to Level A.7
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part time/Full time (0.8 to 1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 24 months Fixed term contract type: Externally funded contract of Employment
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Kade Paterson Email: kade.paterson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The position of Research Assistant is a 24-month fixed contract position within the Centre for Health, Exercise and Sports Medicine (CHESM) in the Department of Physiotherapy, School of Health Sciences, Faculty of Medicine, Dentistry and Health Science, The University of Melbourne. People with a background in a health-related discipline will be considered for the position.

The role of the Research Assistant is to work on clinical research in the area of musculoskeletal conditions, in particular patellofemoral pain and/or osteoarthritis. The focus is on the role of non-drug, non-surgical treatments such as exercise, footwear, diet, education, and self-management strategies. The person will directly report to the leaders of the Musculoskeletal Research Program. The successful applicant will need to obtain a current working with children's check before commencing in the role.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Contributing to specific current and planned musculoskeletal research projects.
- ▶ Drafting documents including study protocols and outcome measures.
- ▶ Applying for ethical and clinical trial governance approvals.
- ▶ Screening recruiting potential research participants.
- ▶ Assisting with maintenance of study tracking programs, obtaining and verifying medical record data, preparing reports on progress of participants' recruitment and questionnaire completion.
- ▶ Managing contracts and invoices with external providers.
- ▶ Ensuring project timelines and milestones are met.
- ▶ Collecting and processing data from research participants including administration of questionnaires and testing movement, strength and function.
- ▶ Regular liaison and reporting of project progress to team members.
- ▶ Data management including data entry as required.
- ▶ Reporting and publishing – this includes contributing to sourcing, retrieving and appraising appropriate literature; compiling reports and analysing data; and presenting results including preparation of manuscripts and power point presentations.
- ▶ Contributing to research planning and preparation of research grant applications
- ▶ Administrative functions related to the research program as required.
- ▶ Ensuring research complies with Good Clinical Practice guidelines and University policies and procedures.

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate in CHESM and The Department of Physiotherapy activities.
- ▶ Engage positively in the learning and career development of self and others.
- ▶ Effectively demonstrate and promote the values of both the University and the Department of Physiotherapy including diversity and inclusion and high standards of ethics and integrity.

- ▶ Undertake duties as required by the supervisors and demonstrate flexibility and responsiveness within professional duties to meet organisational priorities.
- ▶ Meet Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.3 ENGAGEMENT

- ▶ Actively contribute to the engagement activities of CHESM.
- ▶ Contribute to the execution and development of CHESM's social media channels.
- ▶ Participate in community and professional activities related to the relevant discipline and research area.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Undergraduate degree in a health-related discipline.
- ▶ Sound written and verbal communication skills, including the ability to communicate with a range of stakeholders.
- ▶ Excellent computer skills particularly with Microsoft Word, Excel, and PowerPoint.
- ▶ Demonstrated ability to use initiative, good problem solving, judgement and organisational skills coupled with the ability to follow through detailed projects effectively.
- ▶ Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- ▶ Strong commitment to the highest standards of scientific and ethical integrity and the ability to strictly adhere to study protocols.

2.2 DESIRABLE

- ▶ Good Clinical Practice training.
- ▶ Experience working with people from a range of ages, particularly in the research setting.
- ▶ Demonstrated experience in research project management especially randomised controlled trials including preparation of ethics applications, recruitment of participants and collection of study data.
- ▶ Experience in musculoskeletal health include patellofemoral pain and/or osteoarthritis.
- ▶ Experience in biomechanical analyses, including motion capture or plantar pressure assessment.
- ▶ Ability to communicate professionally via social media.
- ▶ Skills in the development of infographics and other communication mediums.

3. Special requirements

▶ Nil

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 SCHOOL OF HEALTH SCIENCES

Established in 2009, the Melbourne School of Health Sciences is an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange that contributes to local, national and global efforts to improve health and wellbeing. The Health Sciences School educates graduate entry and post-graduate students in the disciplines of Nursing, Social Work, Physiotherapy and other non-medical health sciences through accredited programs tailored to workforce needs nationally and internationally. It provides national and international health sciences students with professional training to enable them to be competent and effective health professionals who are work ready, eligible for registration and, in the case of Physiotherapy, primary contact practitioners. It

also delivers professional education courses and training for the health sciences professions and builds strong relationships and active programs of interaction with the alumni in each discipline. A key aim is to continue to build effective collaborations with clinicians, patients, the healthcare sector, the research community, governments, industry partners and communities in Australia and internationally.

The School currently comprises approximately 60 full continuing academic staff and 30 continuing professional staff as well as more than 200 sessional and contract staff. In addition, there are more than 200 honorary appointments within Health Sciences.

Further information about School of Health Sciences is available at:

<http://www.healthsciences.unimelb.edu.au>

6.2 PHYSIOTHERAPY

The Department of Physiotherapy was established in 1991 and makes distinctive contributions nationally and internationally to the physiotherapy profession and society in research, learning & teaching and knowledge exchange. In 2009 it became a department within the Melbourne School of Health Science, which currently comprises the disciplines of nursing, social work and physiotherapy. The Centre for Health, Exercise and Sports Medicine (CHESM) is a multidisciplinary research Centre within the Department. Currently there are approximately 20 staff and students. CHESM has a state-of-the-art human movement laboratory. The laboratory has a Vicon 12 VERO camera motion analysis system with Nexus and Bodybuilder software, three AMTI force platforms, a Pedar in-shoe plantar pressure measurement system, surface and fine wire EMG, accelerometers, and isokinetic dynamometry.

Further information about Physiotherapy and CHESM is available at:

<http://www.physioth.unimelb.edu.au/>

<http://www.chesm.unimelb.edu.au/>

6.3 THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's 2013 gross revenue was in excess of \$550M. Approximately 40% of this income relates to research activities.

The Faculty has a student teaching load in excess of 7,500 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 2,200 staff comprising 700 professional staff and 1,500 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

Further information about the Faculty is available at <http://www.mdhs.unimelb.edu.au/>

The University of Melbourne

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>