



## POSITION DESCRIPTION

Department of Obstetrics and Gynaecology  
Melbourne Medical School  
Faculty of Medicine, Dentistry and Health Sciences

### Research Assistant (Linkage Data Manager) – Perinatal Epidemiology Group, Dept of Obstetrics and Gynaecology

<b>POSITION NO</b>	0056366
<b>CLASSIFICATION</b>	Research assistant (Level A)
<b>SALARY</b>	\$77,171 - \$104,717 (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time 0.8 (negotiable to 1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term for 12 months. Fixed term contract type: Internally funded contract employment
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Anna Middleton Email: <a href="mailto:anna.middleton@unimelb.edu.au">anna.middleton@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Department of Obstetrics and Gynaecology is an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its Mission is to provide a high-quality academic service across a broad range of clinical, educational and research activities within its associated teaching hospitals. The Mercy Perinatal research unit is based within The University of Melbourne Department of Obstetrics and Gynaecology at Mercy Hospital for Women, Heidelberg.

The Mercy Perinatal unit comprises a dynamic team of scientists and clinician researchers working toward developing new diagnostics and therapeutics and improving the understanding of major pregnancy complications. The team's current suite of projects range from investigating the associations between different medications taken during pregnancy and maternal and childhood outcomes, through to the development of novel devices to detect and prevent pregnancy complications and the development of therapeutics and diagnostic biomarkers.

Within Mercy Perinatal, the Perinatal Epidemiology Group are seeking a highly motivated Research Assistant, with experience and skills in data management of large, health-based datasets and operating STATA software. The Research Assistant role is intended to support the Perinatal Epidemiology team over a 12-month period. The successful applicant must be enthusiastic about translational medicine and improving outcomes for mothers and babies. The role includes primary responsibility for the management, cleaning and administration of a complex population-wide dataset, containing data of over a million births linked to multiple childhood and maternal outcome databases.

The Research Assistant will be required to work within the STATA software platform, to help oversee and clarify data completeness, implausible values, validity of record linkages and data quality. This function is critical to the success of the Perinatal Epidemiology group and its research outputs.

The position will report to the Senior Research Fellows (Perinatal Epidemiology), liaise closely with other team members, and will be based in the Department of Obstetrics and Gynaecology, Mercy Hospital, University of Melbourne. You will work collaboratively with other Departmental staff and teams.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

At a Level A appointment, it is also expected that the appointee will acquire academic skills and build academic achievements.

## ***1. Key Responsibilities***

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Participate in research independently and as a member of a research team
- ▶ Contribute to publications arising from scholarship and research
- ▶ Data management and preliminary analysis
- ▶ Preparation of monthly summary statistics

### **1.2 SERVICE AND LEADERSHIP**

- ▶ Research administration support
- ▶ Collaborate with members of the research team and key stakeholders as required
- ▶ Support study investigators with preparation of data for scientific research
- ▶ Undertake other duties commensurate with the position as requested by your supervisor

### **1.3 DATASET MANAGEMENT AND RESEARCH SUPPORT**

- ▶ Overseeing day-to-day management and coordination of the research datasets used by the Perinatal Epidemiology Group – primarily a large, Commonwealth-level linked dataset
- ▶ Timely, accurate, well-organised and clearly documented data cleaning, coding, testing of linkage validity and data dictionary preparation
- ▶ Writing and executing STATA .do files, in addition to management of data in Microsoft Excel
- ▶ Liaising with the Research Manager and clinical Senior Research Fellows regarding implausible outcome data contained within the dataset.
- ▶ Designing and running reports to highlight and describe aberrant and missing data; disseminating results to team members.

- ▶ Conducting ethical research with integrity and in line with the principles laid out in ICH-GCP, the NHMRC *National Statement* and relevant University of Melbourne policies (including the *University Code of Conduct for Research*)
- ▶ Working to improve skill base in research productivity and methodology
- ▶ Assisting in the production of high calibre, competitive research output
- ▶ Adhere to and maintain research protocols and storage of research data in keeping with the Departmental, University and other institution requirements, with regards to privacy and confidentiality.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Advanced qualification (Masters, PhD, or equivalent) in science, health, biomedicine, biostatistics or a related discipline
- ▶ Appropriate level of expertise in management of large, complex datasets
- ▶ Demonstrated proficiency in computer skills, including spreadsheets, database programs, statistics and word processing
- ▶ Demonstrated ability to apply research methodologies and conduct quantitative data analysis
- ▶ Demonstrated skills in written communication and visual display of quantitative data
- ▶ Demonstrated capacity to work both independently and in a team environment
- ▶ Excellent time management, organizational and analytical problem-solving skills

### **2.2 DESIRABLE**

- ▶ A PhD in a relevant field will be considered highly desirable (but not essential)
- ▶ Demonstrated understanding of research methodologies and governance
- ▶ Demonstrated ability to participate in research independently and as a member of a research team
- ▶ Prior experience working in field relating to perinatal, maternal or child health
- ▶ Prior experience with a secure virtual network (Sax Institute's SURE platform, or similar)
- ▶ Demonstrated potential to supervise or co-supervise and mentor undergraduate, honours and graduate diploma stage postgraduate students where appropriate.

### **2.3 OTHER JOB-RELATED INFORMATION**

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Suitable for working from home (partial) and flexible working hours

### ***3. 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 strive for excellence and reach the targets of Growing Esteem.

### ***4. 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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

### ***5. Other Information***

#### **5.1 ORGANISATION UNIT**

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

The University Department of Obstetrics and Gynaecology is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to undergraduate medical students. In addition, there are a number of higher degree students pursuing full-time or part-time research through the Department. These include Advanced Medical Science, Doctor of Medicine, Master of Science and Doctor of Philosophy students.

The Vision of the Department is to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its Mission is to provide a high quality academic service across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the Royal Women's Hospital and the Mercy Hospital for Women.

Other associated teaching hospitals are Sunshine Hospital, Northern Hospital, Ballarat Hospital and Goulburn Valley Hospital (Shepparton). Sunshine and Northern Hospitals are part of the Northwest Academic Centre <http://www.nwac.unimelb.edu.au/> and Ballarat and Goulburn Valley are linked to the Rural Health Academic Centre <http://www.ruralhealth.unimelb.edu.au/>

The Department of Obstetrics and Gynaecology has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, andrology, gynaecological oncology and reproductive biology.

Staff of the Department include clinical academics, research fellows, research assistants, administrative personnel and a large number of teaching associates associated with the various teaching hospitals involved in the Department's undergraduate teaching programme.

## 5.2. THE MELBOURNE MEDICAL SCHOOL

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

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

## 5.2 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>

### 5.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

### 5.4 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 <https://about.unimelb.edu.au/strategy/governance>