



POSITION DESCRIPTION

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

Research Assistant (Data Quality and Management) – Perinatal Epidemiology

POSITION NO	0053810
CLASSIFICATION	Research Assistant (Level A)
SALARY	\$75,289 - \$102,163 (pro rata)
SUPERANNUATION	Employer contribution: 17%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Fixed term position available for 12 months, commencing October 2021.
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Anna Middleton - Research Manager, Perinatal Epidemiology Email anna.middleton@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 Mercy Perinatal research unit is based at The Department of Obstetrics and Gynaecology, University of Melbourne 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 Epidemiology team are seeking a highly motivated Research Assistant, with experience and skills in operating STATA software for data cleaning and associated duties. The Research Assistant role is intended to support the Perinatal Epidemiology team on a part-time basis 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 several large, datasets, 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 Perinatal Epidemiology Research Manager and Senior Research Fellows (Dr Roxanne Hastie and Dr Anthea Lindquist), 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

1. Key Responsibilities

1.1 DATASET COORDINATION AND RESEARCH SUPPORTEXAMPLE OF OPTIONAL SUB-HEADING

- Overseeing the day-to-day coordination and management of the research datasets used for the Perinatal Epidemiology team. Tasks will include:

- Dataset management and administration (primarily of a large, state-wide, linked dataset), including cleaning, coding, testing of linkage validity and data dictionary preparation.
 - Timely and accurate and organised data cleaning: ensuring that all data cleaning and coding work is appropriately recorded in a timely, accurate and well-organised manner.
 - Writing and executing STATA .do files, with the guidance of the senior team members.
 - 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, and disseminating the report results to the senior 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.
 - Working to improve skill base in research productivity and methodology.
 - Assisting in the production of high calibre, competitive research output.
 - Standard Operating Procedures (SOPs), study protocols and guidelines will need to be followed.
- Ensure that research is conducted in accordance with the University Code of Conduct for Research.
- Adhere and maintain research protocols and storage of research data in keeping with the Department and University's requirements for the storage of such data including privacy and confidentiality requirements.

1.2 GENERAL AND ADMINISTRATIVE DUTIES EXAMPLE OF OPTIONAL SUB-HEADING

- Communication with key internal stakeholders, including existing and new collaborators, research team members, and other key stakeholders.
- Participation in regular team and departmental meetings and discussions; contribution to the team program set by the Senior Research Fellows.
- Undertake other general administrative or specific tasks as required by the Senior Research Fellows (commensurate with the classification of this position).

2. Selection Criteria

2.1 ESSENTIAL

- Experience with using STATA statistical software and preparing appropriate .do files.
- Bachelors, Honours or other degree, preferably in health sciences, biomedicine or related fields; or an equivalent combination of relevant experience and/or education/training (a clinical background is not required).
- Demonstrated high level of competency with Microsoft Office Suite and software packages, including Word, Excel, Power point, Publisher, and EndNote.
- Proven capacity to work both within a team as well as independently, within a framework of broad guidelines and procedures.
- Close attention to detail and thorough approach to completion of work. Selection criteria
- Knowledge or previous experience in data handling and maintaining systems for compilation and storage of data, including knowledge of privacy and confidentiality requirements. Selection criteria
- An understanding of the principles and methods of research, adhering to study protocols and skills in sensitivity, discretion and confidentiality. Selection criteria
- Highly developed interpersonal, written and verbal communication skills, as well as the ability to interact professionally with a wide range of personnel in the health and university sectors.
- Excellent organisational skills, verbal and written communication skills, attention to detail and data management skills that ensure the smooth delivery of study outcomes while managing competing demands and conflicting deadlines. Selection criteria

2.2 DESIRABLE

- Qualification (or equivalent experience and training) in Public Health, Epidemiology, or Biostatistics.
- This is a Junior Research position and would be well-suited to a new graduate.

2.3 OTHER JOB-RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- Efforts will be made by the team to support any requested flexible working arrangements.
- Occasional work out of ordinary hours may be required.
- Must be located and have the right to reside and work in Australia, including meeting any applicable visa conditions.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Research Assistant will report to and work under the broad direction of the Perinatal Epidemiology Research Manager and the Senior Research Fellows. The incumbent will work under routine supervision to general direction depending upon experience and the complexity of the tasks.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will show initiative in reviewing existing procedures, suggesting improvements to the processes involved in establishing the infrastructure for perinatal epidemiology projects. The incumbent will foster positive working relationships with internal and external stakeholders. The incumbent will apply their data-handling knowledge and understanding of University policies and procedures to solve problems within the framework provided. The incumbent will be required to perform a variety of tasks. Many functions will be based on clearly defined procedures and will operate within set timeframes, whilst others may require analytical and problem-solving skills, with appropriate guidance from senior team members. Problem solving and judgement

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to apply data handling and analytical skills to deliver the key responsibilities of the role. The incumbent will quickly become proficient in departmental and University policies and procedures and gain a good understanding of how they interact with other related functions of the Department, to develop a level of autonomy commensurate with the classification of this position. The incumbent will also have to quickly grasp and foster the relationships between the researchers and other stakeholders involved in Perinatal Epidemiology, aided by a clear understanding of the principles and methods of research protocol. Professional and organisational knowledge

3.4 RESOURCE MANAGEMENT

The Research Assistant's own time must be managed carefully to ensure that the key responsibilities and targets are met within acceptable timeframes.

3.5 BREADTH OF THE POSITION

The Research Assistant will interact and liaise professionally and effectively with a range of staff at all levels, both internal and external stakeholders of the University.

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 strive 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:

<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.

6. Other Information

6.1 DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY

<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. Currently, each year approximately 300 medical students spend 9 weeks attached to the Department during the fifth year of their medical course. In addition, there are over 20 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 the Sunshine Hospital in the western suburbs of Melbourne, in particular the Joan Kirner Women's and Children's at the Sunshine Hospital, the Northern Hospital to the North of Melbourne, and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the Rural Health Academic Centre.

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. 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 teaching associates linked with the various teaching hospitals involved in the Department's undergraduate teaching programme.

The origins of the University of Melbourne Department of Obstetrics and Gynaecology can be traced back to 1924, when the Victorian Branch of the British Medical Association

appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

6.2 MELBOURNE MEDICAL SCHOOL

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

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

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.

With thirteen clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, Critical Care, General Practice, Medical Education, Infectious Diseases, Medicine, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Radiology, Rural Health and Surgery) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$95 million, the School's research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for

appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

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 2012 gross revenue was in excess of \$550M. Nearly 50% 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/>

6.4 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>

6.5 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.

6.6 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>