



POSITION DESCRIPTION

Department of Obstetrics and Gynaecology, Mercy Hospital for Women
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant (Perinatal Trials)– Western Health Maternal Fetal Medicine Research Group

POSITION NO	0056033
CLASSIFICATION	Research Assistant (Level A Grade 1)
SALARY	\$77,171 - \$104,717 p.a.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	FTE 0.8 – 1.0 position available for 24 months Fixed term contract type: Externally funded
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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	A/Prof Joanne Said, Tel: Email: jsaid@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 websites:

about.unimelb.edu.au/careers

Position Summary

We are seeking a research assistant with previous experience in clinical research to support our program of clinical trials. Working with a team of clinicians (obstetricians, midwives, neonatologists and endocrinologists) you will contribute to ethics and governance applications, data entry, cleaning and analysis and preparation of manuscripts and grant applications. You will have the opportunity to develop additional research projects related to the main projects under the mentorship of the supervising investigators.

The Research Assistant position will be responsible for a range of laboratory and administrative activities to support the research group, including:

- Assistance with ethics and governance submissions for multisite trials
- Data entry, data cleaning and auditing data entered from other sites
- Raising data queries and assisting sites with responding to queries in a timely manner
- Managing sample collection and storage inventories
- Basic sample processing using standard operating procedures (eg centrifuging and aliquoting samples)
- Assisting with the coordination and training of staff at multiple sites with respect to data collection and data entry
- Data extraction and preliminary data analysis
- Contributing to manuscripts
- Preparing trial steering committee agendas and minutes

Selection Criteria

1.1 ESSENTIAL

- ▶ Postgraduate research qualifications (Masters, MPH or PhD – preferably in a clinical discipline)
- ▶ Experience with statistical programs such as STATA
- ▶ Experience with designing REDCap database and surveys
- ▶ Knowledge or previous experience in data handling and maintaining systems for compilation and storage of data, including knowledge of privacy and confidentiality requirements.
- ▶ Demonstrated high level of competency with Microsoft Office Suite and software packages, including Word, Excel, Power point, Publisher, and EndNote.
- ▶ Close attention to detail and thorough approach to completion of work.
- ▶ An understanding of the principles and methods of research, adhering to study protocols and skills in sensitivity, discretion and confidentiality.
- ▶ 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
- ▶ Ability to manage competing demands and conflicting deadlines.

1. 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

2. 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.

3. Other Information

3.1 DEPARTMENT OF OBSTETRICS & GYNAECOLOGY

<https://medicine.unimelb.edu.au/school-structure/obstetrics-and-gynaecology>

The University Department of Obstetrics and Gynaecology is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to MD medical students. Currently, each year approximately 350 medical students spend 8 weeks (across 4 rotations) attached to the Department during the third year of their medical course. In addition, there are graduate research students pursuing full-time or part-time research through the Department. These include Honours, Master of Biomedical Sciences and Doctor of Philosophy students. In Quarter 3 of 2021, there were approximately 30 graduate research students enrolled in the Department undertaking their PhD, including 5 under examination.

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 high quality academic services 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 Joan Kirner Women's and Children's at the Sunshine Hospital, the Northern Hospital in Epping, the St Vincent's and the Epworth Clinical Schools (and private hospitals) and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the [Department of Rural Health](#).'

The Department is committed to establishing and maintaining a workplace culture consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity**.

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. In 2021, the Department received Commonwealth grant funding of \$8.3m and State Government and Other grant funding of \$1.3m. The Department is also very successful in attracting philanthropic income to support its research endeavours and is very thankful for the generosity of its donors.

[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 delivery of the Department's graduate teaching programme. As of December 2021, the Department has 75 fixed term and continuing staff (headcount). The Department is also grateful for its 141 honorary staff who contribute to and help to successfully deliver the teaching and research activities of the Department.

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.

3.2 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. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 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.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of 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.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees 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. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

3.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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.

3.4 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>.

3.5 ADVISING 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

3.6 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 <http://www.unimelb.edu.au/governance>