Centre for Epidemiology and Biostatistics, Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Research Coordinator or Nurse

POSITION NO 0054518

CLASSIFICATION Level A or B

WORK FOCUS CATEGORY Research Focus

SALARY
Level A $75,289 - $102,163 pa.
Level B $107,547 - $127,707 pa.

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time

BASIS OF EMPLOYMENT Fixed Term position available for 12 months with possible extension for up to 6 months

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, 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
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Please do not send your application to this contact

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

An experienced research nurse or health professional is required to manage a NHMRC funded clinical trial in sexual health that will examine how to optimise the treatments of extra-genital sexually transmitted infections (STIs) using pharmacokinetics. More information can be found at https://bit.ly/2Rv4Bii.

This project is led by the University of Melbourne (Sexual Health Unit, Melbourne School of Population and Global Health) in partnership with The Crane General Practice and supported by the Melbourne Sexual Health Centre (MSHC), Monash University (Institute of Pharmaceutical Sciences), University Queensland (Centre for REdefining antimicrobial use to reDUce resistance and University of Qld Centre for Clinical Research (UQCCR), Doherty Institute and the World Health Organisation.

The appointee will be based within the Sexual Health Unit of the Melbourne School of Population and Global Health but spend most of their time based at a GP clinic where the trial will be run.

The appointee will be responsible for managing the implementation, record keeping and ongoing conduct of the clinical trial. The project has been approved by ethics.

The appointee will have experience in conducting clinical trials and collecting biological specimens from trial participants and will need to have qualifications to take venous blood ± able to administer intramuscular injections. The appointee must have excellent project management skills, a demonstrated ability to work independently and must have high level verbal, written, interpersonal and organisational skills. The appointee will be supported by a multidisciplinary team of investigators.

This position represents an exciting opportunity to join a dynamic research team and participate in important research that has the potential to shape international treatment guidelines for gonorrhoea. The appointee will report to the Principal Investigator, Dr Fabian Kong and also work closely with the GPs at the Crane general practice. As a member of the Melbourne School of Population and Global Health’s academic team, the appointee will be expected to support the broad ethos of the School and the School’s compliance with University policies and procedures, including environmental health and safety.

1. Key Responsibilities

1.1 Research and Research Training

- Responsible for the recruitment, consenting, enrolment and follow up of participants in accordance with study protocol and local site procedures.
- Monitor recruitment and retention and identify strategies to improve recruitment and retention.
- Collect samples according to protocol. These include saliva, oral and/or rectal tissue using swabs or dermal curette (training will be provided), gingival crevicular fluid using filter paper (training will be provided), venous blood, finger-prick blood, swabs for microbiological testing.
- Arrange safe and correct delivery of samples to the Royal Melbourne Hospital, Doherty Institute and University of Qld Centre for Clinical Research (UQCCR) for processing, storage or analysis.
- Obtain the necessary ethics amendments (as needed) to undertake the research.
- Collect trial data in accordance with Good Clinical Practice (GCP) principles.
- Prepare and maintain trial documentation.
- Assist in completing necessary records to comply with Ethics and other institutional requirements
- Assist in the production of reports e.g. for publication or presenting at conferences

1.2 LEADERSHIP AND SERVICE
- Actively participate at School and/or Faculty meetings and contribute to planning or committee work to build capacity in the School/discipline.
- Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars
- Positive engagement in learning and career development of self and others
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.3 STAFF SUPERVISION
- Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance.

2. Selection Criteria

2.1 ESSENTIAL
- Current registration with APHRA as Registered Nurse (Division 1) or equivalent registration for other health professionals
- Experience with running (or extensively involved) with a clinical trial, including documentation and compliance with GCP and ethics requirements
- Current GCP certification or prepared to obtain one.
- Demonstrated time management and ability to meet deadlines
- Excellent written skills
- Must be qualified to take venous blood
- Strong interpersonal and communication skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively
- Ethical scholar who values diversity and works effectively with individual differences

2.2 DESIRABLE
- Masters of Public Health or other equivalent qualification
- Demonstrated experience working in primary care settings
- Knowledge of sexual health, particularly treatments for STIs
- Qualification to insert IV cannula
• Able to administer intramuscular injections

2.3 SPECIAL REQUIREMENTS

• Australian driver’s license (ideal but not essential)

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:
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.

5. Other Information

5.1 SEXUAL HEALTH UNIT, CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS, MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Sexual Health Unit at the Centre for Epidemiology and Biostatistics is headed by an epidemiologist and employs one sexual health clinician, two postdoctoral research fellows, one research fellow, one research nurse, and has 4 higher degree research students. The Sexual Health Unit carries out research in sexual and reproductive health. We are internationally recognised experts in sexual health and sexually transmissible infections (STI) research and
have national and international collaborations with experts from sexual health medicine, general practice, microbiology, mathematical modelling, economic evaluation and implementation science. Our current projects relate to:
- Prevention and control of STIs, particularly chlamydia
- Evaluation of complex sexual health interventions in general practice
- Sexual health care access in rural communities
- Contraception and reproductive health
- Sexual health and ageing
- Treatment efficacy and pharmacokinetics of treatment for STIs

In addition, we are responsible for four sexual health subjects within the Master of Public Health and coordinate the Graduate Certificate in Sexual Health.

5.2 CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS


The Centre for Epidemiology and Biostatistics is one of 4 Centres and an Institute that comprise the Melbourne School of Population and Global Health.

Our Centre’s units include:
  i) Allergy and Lung Health
  ii) Australian Twin Registry
  iii) Biostatistics
  iv) Breast Cancer
  v) Colorectal Cancer
  vi) High Dimensional Analytics
  vii) Indigenous Health and Epidemiology
  viii) Population Interventions
  ix) Modelling and Simulation
  x) Sexual Health
  xi) Neuroepidemiology
  xii) Teaching and Learning
  xiii) Causal Inference in Epidemiology

The Centre for Epidemiology and Biostatistics is at the forefront of a preventative health revolution. Big data, changing infectious diseases patterns and multi-disciplinary collaborations are transforming the ways public health disciplines are researched and taught. Our Centre aims to be a leader in this evolving environment.

Epidemiology and biostatistics provide solutions to global public health challenges that demand multi-disciplinary responses. Our Centre’s approach to research, teaching, and research training reflects this reality. We combine deep expertise with a broad range and reach – through our nine units, and our active links to other renowned institutions. This ensures our researchers and graduates are ready to contribute to preventing and alleviating the world’s common, debilitating and burdensome health issues.
5.3 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Approximately 300 academic and professional staff work across the School and its partner agencies. The School’s total budget is in excess of $50m. There are approximately 120 higher degree research students (predominantly PhD).

The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres, one Institute and one partnership units:

- Centre for Health Equity (CHE)
- Centre for Health Policy (CHP)
- Centre for Epidemiology and Biostatistics (CEB)
- Centre for Mental Health (CMH)
- The Nossal Institute for Global Health (NIGH)
- Global Burden of Disease Group

Further information about the School is available at http://www.mspgh.unimelb.edu.au/

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

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 annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 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.

5.5 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.

5.6 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.

5.7 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