



## POSITION DESCRIPTION

Department of Medicine, St Vincent's Hospital  
Faculty of Medicine, Dentistry and Health Sciences

### Research Assistant, Palliative Medicine

|                                   |  |
|-----------------------------------|--|
| <b>POSITION NO</b>                | 0059051  |
| <b>CLASSIFICATION</b>             | Level A  |
| <b>SALARY</b>                     | \$77,171 - \$104,717p.a (pro rata for part-time)   |
| <b>SUPERANNUATION</b>             | Employer contribution of 17%   |
| <b>WORKING HOURS</b>              | Full-time (1 FTE)  |
| <b>BASIS OF EMPLOYMENT</b>        | Fixed term for 1 year  |
| <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> | Professor Jennifer Philip<br>+61 3 9231 2211<br><a href="mailto:jphilip@unimelb.edu.au">jphilip@unimelb.edu.au</a><br><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)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

Based at the Department of Medicine, St Vincent's Hospital, this role offers the exciting opportunity to work with a progressive and cohesive research team to improve care for people with advanced cancer. You will be working within a multidisciplinary team of highly committed clinicians and researchers from across Australia to develop systems to improve access to pain management and palliative care for people affected by pancreatic cancer.

Projects will be undertaken in both clinical and community settings using a range of methodologies (e.g. clinical registry trial, co-design, documentary policy analysis) and working directly with persons affected by serious illness, their families, communities, policy makers, and the media. We will develop a range of evidence-based translational outcomes, including patient resources, co-designed public health campaign materials, and the development of recommendations for media and policy.

This unique role would suit a dynamic person who is passionate about effecting systemic change to experiences of end of life care and seeking opportunities for career development. The successful candidate will hold a tertiary research qualification in psychology, social science, public health, or a related discipline (or equivalent substantive research experience); and expertise in one or more of the following research areas: palliative care, cancer, health services research, or community engagement. The position reports to the Head of the Public Health and Health Services Research Programs. While this appointment is for a full-time fixed term position, opportunities for a fractional appointment, contract extension, and career mentorship may be available for the suitable applicant.

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 RESEARCH AND RESEARCH TRAINING**

- ▶ Support the day-to-day conduct of multiple research projects on an as needs basis.
- ▶ Direct engagement with persons on study, including the identification, proactive recruitment, and follow-up of persons affected by cancer and their families in clinical and community settings.
- ▶ Organisation and participation in research related activities such as focus groups and co-design workshops, research meetings with study teams, and dissemination and community events.
- ▶ Undertake collection and management of both patient-reported and health service research data across all stages of the study.
- ▶ Maintain and update key metrics to enable program lead to track research progress according to agreed timeframes and milestones.
- ▶ Directed by the program lead, participate in qualitative and/or quantitative analyses as per study protocols.
- ▶ In consultation with the program lead, complete annual ethics reports and the notification of adverse events as per study protocol requirements.
- ▶ Ensure that document preparation and storage meets the standards and compliance obligations for clinical research and reporting agencies.
- ▶ Contribute to the production of publications, presentations and reports relevant to the research activities.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Tertiary research qualification in psychology, social science, public health or a related healthcare discipline (or equivalent substantive research experience).
- ▶ Expertise in one or more of the following research areas: palliative care, cancer, health services research, or community engagement.
- ▶ Demonstrated experience in research assistance/ project management, including support of the day-to-day conduct of multiple research projects.
- ▶ Developed time management and organisational skills, including the ability to prioritise workloads, and organise own work to meet agreed deadlines.
- ▶ Demonstrated ability to engage and develop effective relationships with health professionals, community services, and non-government organisations.
- ▶ Strong communication skills including experience liaising or working effectively with both professional and community audiences.

### **2.2 DESIRABLE**

- ▶ Previous experience working and/or recruiting patients in a clinical environment, preferably palliative care or oncology.
- ▶ Demonstrated understanding of the supportive and palliative care needs of people affected by cancer.

- ▶ Strong evidence of ability and desire to build an academic career trajectory.
- ▶ Interest or experience in policy development.
- ▶ Previous experience with data collection and management tools e.g. Microsoft excel, redcap, limesurvey or equivalent.
- ▶ Previous experience across quantitative and qualitative methodologies, including analysis of mixed methods data.
- ▶ Demonstrated writing skills across a range of mediums e.g. ethics submissions, grants, reports and/or publications.
- ▶ Previous experience with medical record audit or coding of health service data.
- ▶ Ability to undertake literature search around a specific question.

### 2.3 OTHER JOB RELATED INFORMATION

- ▶ While primarily based at St Vincent's Hospital Campus, attendance at/ travel to other local Victorian hospital sites is likely required for patient recruitment.

## 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 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.

## 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 DEPARTMENT OF MEDICINE, ST VINCENT'S HOSPITAL

[www.medicine.unimelb.edu.au/medicine](http://www.medicine.unimelb.edu.au/medicine)

Medicine at St Vincent's Hospital undertakes basic, clinical and applied research in a range of areas. The ultimate goal of our research is to improve the treatment of human disease. Driven by clinical questions, our work covers aspects of the basic mechanisms of biology and physiology, clinical and community-based epidemiology, and clinical trials of new therapies and devices. We have outstanding academic and professional staff, bringing a range of clinical, research, teaching and administrative skills

### 5.2 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](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.

### 5.3 FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://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 \$630m 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.

#### 5.4 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>

#### 5.5 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.

#### 5.6 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>