Department of Physiotherapy, Melbourne School of Health Sciences  
Faculty of Medicine, Dentistry and Health Sciences  

Research Assistant  

<table>
<thead>
<tr>
<th>POSITION NO</th>
<th>0047991</th>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>Level A.5</td>
</tr>
<tr>
<td>SALARY</td>
<td>$97,738 p.a. (pro rata for part-time)</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Part-time (0.4 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed term for 8 months</td>
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<tr>
<td>OTHER BENEFITS</td>
<td><a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a></td>
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<tr>
<td>HOW TO APPLY</td>
<td>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.</td>
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</tbody>
</table>
| CONTACT FOR ENQUIRIES ONLY | Prof Linda Denehy  
Tel +61 418 517243  
Email l.denehy@unimelb.edu.au  
*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
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

The position of Research assistant is an 8-month fixed contract position within the Department of Physiotherapy, School of Health Sciences, Faculty of Medicine, Dentistry and Health Science, The University of Melbourne. People with a background in physiotherapy with experience in providing group and or telehealth exercises in an oncology or chronic disease setting will be considered for the position.

This is an exciting opportunity to become involved in a leading exercise oncology team with a passionate group of health professionals, including early and mid-career research fellows and graduate research students. The role of the Research Assistant is to work on a funded randomised controlled trial of rehabilitation in haematological cancer. This position reports to the Project Lead. The Research Assistant, under the guidance and direction of the Project Lead and Chief Investigators (CIs), will be responsible for overseeing screening and recruitment of patients at Peter Mac, liaising with site leads at the two other recruitment suits, making bookings for qualitative interviews, delivering exercise classes using telehealth when necessary, and completing administrative tasks to enable completion of this study. This work may involve undertaking visits to the other relevant health service sites involved in the trial and therefore a driver’s license is needed.

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 contribute positively to this culture and embody the values:

- Collaboration
- Respect
- Integrity
- Accountability
1. Key Responsibilities

The University of Melbourne sets ‘Minimum Standards for Academic Levels’ (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

1.1 Research and Research Training

- Providing oversight of the research at one site, attendance at regular (weekly) trial meetings.
- Assist with research participant screening, consent and follow up processes.
- Assist with providing exercise classes using telehealth and baseline outcome assessments.
- Communicating with participants, including scheduling participant appointments.
- Assisting with maintenance of study tracking programs, obtaining, and verifying medical details.
- Record data, preparing reports on progress of participants’ recruitment and questionnaire completion.
- Maintain research databases: data management including data entry as required.
- Collecting and processing data from research participants.
- Assisting Project Lead to ensure project timelines and milestones are met.

1.2 Leadership and Service

- Attendance at regular (weekly) trial meetings.
- Actively participate in the Exercise oncology group research program activities.
- Engage positively in the learning of self and others.
- Effectively demonstrate and promote the values of both the University and the School of Health Sciences including diversity and inclusion and high standards of ethics and integrity.
- Undertake duties as required by the supervisors and demonstrate flexibility and responsiveness within professional duties to meet organisational priorities.
- Meet Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.3 Responsibility and Compliance

- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.
Be an effective team player who is cooperative and gains the trust and support of staff, peers, and clients through collaboration.

Create ethics applications and report to the ethics committees.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address Essential Selection Criteria.

2.1 ESSENTIAL

- Degree in Physiotherapy and registration with AHPRA with demonstrated experience since graduation.
- Sound written and verbal communication skills, including the ability to communicate with a range of stakeholders from clinical, administrative, and research environments, and the ability to interact well with a diverse range of research participants.
- Excellent computer skills particularly with Microsoft Word, Excel, and Power Point.
- Demonstrated ability to use initiative, good problem solving and judgement.
- Organisational skills coupled with the ability to follow through detailed projects effectively, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure.
- Strong commitment to the highest standards of scientific and ethical integrity and the ability to strictly adhere to study protocols.
- A demonstrated understanding of confidentiality, privacy, and information handling principles.

2.2 DESIRABLE OR DEMONSTRATE A WILLINGNESS TO LEARN:

- Expertise in the area of exercise prescription and delivery in people with cancer or a chronic disease.
- Demonstrated experience in research project management or participation including recruitment of participants and collection of study data.

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 SCHOOL OF HEALTH SCIENCES

http://www.healthsciences.unimelb.edu.au/

The Melbourne School of Health Sciences (MSHS) is a School within the Faculty of Medicine, Dentistry and Health Sciences. It is an inter-professional learning organisation at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and engagement that contributes to local, national and global efforts to improve health and wellbeing. The MSHS values and ensures strong relationships with the health professions, workforce agencies, the community, governments, accreditation and regulating authorities, and industry partners. It values a strong discipline focus and professional identity while fostering inter-professional collaborations and synergies in teaching, clinical education and research.

The MSHS educates graduate entry and post-graduate students in the disciplines of Audiology and Speech Pathology, Nursing, Optometry, Physiotherapy and Social Work through accredited programs tailored to workforce needs both nationally and internationally. It provides local and overseas students with training to enable them to be competent and effective health professionals who are work ready and eligible for registration. The School also delivers professional education courses and training for health sciences professionals and builds strong relationships with the alumni in each discipline.

The School currently comprises approximately more than 120 academic and professional staff as well 200 honorary staff. There are more than 1,100 equivalent full-time students, including more than 100 higher degree research students. The School has an impressive research profile including a strong record of national competitive grants and significant
involvement with the health care industry through Co-Operative Research Centres and research contracts.

5.2 PHYSIOTHERAPY

The Department of Physiotherapy was established in 1991 and makes distinctive contributions nationally and internationally to the physiotherapy profession and society in research, learning & teaching and knowledge exchange. In 2009 it became a department within the Melbourne School of Health Sciences.

Further information about Physiotherapy is available at: https://healthsciences.unimelb.edu.au/departments/physiotherapy

5.3 FACULTY OF MEDICINE, DENTISTRY & 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.

5.4 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