Research Assistant - Rural Project

POSITION DESCRIPTION

General Practice and Primary Care
Faculty of Medicine, Dentistry and Health Sciences

POSITION NO 0047061
CLASSIFICATION Level A
SALARY $80,258 - $108,906 p.a. (pro rata for part-time)
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full time (1 FTE)
BASIS OF EMPLOYMENT Fixed term for 24 months
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 Prof. Lena Sanci
Email name@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 Department of General Practice and Primary Care is seeking a full-time Research Assistant locally based in Barwon or Ballarat (Victoria) to assist with a new rural research project. Funded by the Medical Future Fund (MRFF) Grant, The Strengthening Care for Rural Children project is a randomised controlled trial in rural Victoria and New South Wales– a collaboration between the University of Melbourne; Western Victoria Primary Health Network (WVPHN); Murrumbidgee Primary Health Network (MPHN); Murdoch Childrens Research Institute (MCRI); the Sydney Children’s Hospital Network (SCHN), and the University of New South Wales (UNSW).

In this project, the successful applicant will work with twelve GP practices in Barwon and Ballarat regions of Victoria (WVPHN catchment) to implement an integrated GP–paediatrician model of care that aims to increase the GP quality of paediatric care; reduce unnecessary referrals to hospital services; increase family confidence in GP care; and increase primary care research capacity. The research assistant will be supported by the project team (Lead Investigator, Project Manager, and Data Analyst) and the Western Victoria Primary Health Network Primary Health Network (WVPHN). The successful applicant will be responsible in assisting the project team in implementing the model in each general practice clinic; engaging with participating GPs; and ensuring project milestones are met throughout the trial.

Broadly, duties will include: assisting general practice clinics in the scheduling of telehealth appointments between study paediatricians and participating general practitioners; visiting general practice clinics and communicating with practice managers and participating GPs; recruiting caregivers of paediatric patients to complete online surveys in clinic; entering and monitoring study data as required; and contributing to administrative and other tasks.

1. Key Responsibilities
   - Work in partnership with participating general practice clinics and GPs to meet project milestones
   - Provide ongoing support to participating general practices, liaising with practice management and reception teams
Participate and present in project meetings and committees
Develop presentation material and status reports
Regular point of contact and correspondence with general practitioners and practice staff, including communication of project activities, changes and dissemination of materials
Support paediatricians with development of learning material
Create and maintain schedules for paediatricians and participating general practices, coordinate schedule changes
Conduct face-to-face recruitment with caregivers of paediatric patients across 12 general practices
Conduct regular data auditing procedures
Assists in development and testing of data collection tools and databases (e.g., REDCap, Qualtrics), including project surveys
Meet deadlines, identify, raise and escalate risks and issues, display strong organisational, time management and prioritisation skills
Contribute to high calibre, competitive research
Follows standard operating procedures, study protocols and study guidelines

2. Selection Criteria

2.1 ESSENTIAL

Degree/Honours/master’s qualification in Health or related discipline (e.g. psychology, public health, social sciences)
Appropriate level of expertise gained from a combination of experience, training, or professional accreditation
Strong interpersonal and communication skills
Demonstrated capacity to work independently and collaboratively in a team environment
Excellent time management, organisational and analytical problem-solving skills
Experience in stakeholder engagement and/or relationship management
Own car for travel and hold a valid licence (travel reimbursement available)

2.2 DESIRABLE

Experience working in a research environment
Demonstrated computer skills, including spreadsheets, database programs (RedCap/Qualtrics), statistics, and word processing

2.3 OTHER JOB-RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.
Own car for travel and hold a valid licence (travel reimbursement available)
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 GENERAL PRACTICE AND PRIMARY CARE


The Department of General Practice and Primary Care originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 68 (full time equivalent) staff supported by an operating budget of $7 million and research income of approximately $11 million annually.

The Department has a successful Primary Care Research Unit (PCRU), including a Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices (600+) and other primary care providers who
contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Data for Decisions (D4D) Community of Practice.

In this D4D program general practices have with the Department to share their electronic medical record (EMR) data for research and policy advocacy; participating practices have also undertaken a process with their patients to opt out if they do not want their data shared. The EMR data is de-identified before it leaves the practice and is stored in a secure data repository managed by the Department, called Patron.

Patron has a management group and an independent governance group with representatives who are consumers, GPs, practice managers, researchers, IT technical, and legal experts. Our cross-cutting research themes include clinical biostatistics, implementation science, clinical informatics, co-design, and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care and describe the epidemiology of health and disease in primary care. With a focus on primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools.

The Department also has successful research programs in specialised areas in Cancer; Children and Young People's Health; Clinical Data Informatics, Data Driven Quality Improvement, Integrated Mental Health; Sexual Health, and Abuse and Violence

5.2 THE FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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 $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.

5.3 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

5.4 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.

5.5 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