### Research Officer

**POSITION NO** 0054800  
**CLASSIFICATION** Research Officer Level A  
**SALARY** $75,289 - $102,163 p.a. (negotiable)  
**SUPERANNUATION** Employer contribution of 17%  
**WORKING HOURS** Full time  
**BASIS OF EMPLOYMENT** Fixed Term position for 12 months  
**OTHER BENEFITS** [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-benefits)  

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](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** Christalla Hajisava  
Tel +61 3 8344 3257  
Email chaji@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](http://about.unimelb.edu.au/careers)

**Template:** November 2021
**Position Summary**

The Department of Infectious Diseases based at the Peter Doherty Institute for Infection and Immunity (the Doherty Institute) is seeking to appoint a Research Officer for an exciting research project that will be conducted on Elcho Island, East Arnhem Land, NT in 2022.

The research project is a clinical trial that will evaluate the effectiveness of a nutrition and lifestyle program on metabolic health and well-being. The Research Officer will be responsible for managing day-to-day project activities, including supervision of the local Aboriginal Health Research team to implement the project plan as outlined in the protocol and in the Manual of Procedures, checking data entry and uploading data to the online RedCap database, completing trial-specific documentation, as well as engaging with stakeholders and the community. The successful candidate will be well supported by other members of the team both remotely and during visits to Elcho Island, including the Melbourne-based Trial Coordinator, nutrition academics, physicians, statisticians, local advisory groups, and other Investigators. Depending on qualifications, the Research Officer may also be responsible for conducting health checks and drawing a blood sample from potential participants.

The incumbent will be based in Galiwin’ku, Elcho Island, and will work closely with the nutrition program staff based on Elcho Island, and in Darwin.

1. **Key Responsibilities**

- Work with the Aboriginal Research team members and the participants to ensure timely delivery of trial activities.
- Monitor day-to-day implementation of activities and ensure that the trial is being undertaken ethically and to a high standard, with due consideration of the cultural context.
- Plan daily activities with the local team, monitor activities to ensure completion in the specified period, oversee data entry, provide ‘on the job training’ for the local team as needed, upload data to RedCap daily during the recruitment and evaluation phases.
- Participate in regular meetings (via video and teleconferencing) with the Investigators.
- Provide feedback to the Trial Coordinator around implementation challenges.
- Adhere to study standard operating procedures and study protocol.
- Participate in preparing reports, journal articles and presentations.
- Conduct health checks, review medical records, and draw a sample of blood if qualified to do so.
- Maintain confidential, accurate and detailed records consistent with high quality research.
- Assist with recruitment, consent, and randomizing participants into the trial.
2. Selection Criteria

2.1 ESSENTIAL

- Bachelor's or Master's degree in Science or health-related field.
- Experience in clinical research (fieldwork and data collection) in a cross-cultural setting.
- Demonstrate high level of computing skills including competency with word processing (Microsoft Suite), spreadsheets, data management systems (REDCap).
- Conceptual and innovative problem-solving skills for managing conflicting priorities, critical thinking, and the ability to provide support for the development and implementation of research in a field setting.
- Excellent interpersonal, verbal, and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion in dealing with day-to-day operational matters.
- Ability to work independently in and experience in working in remote Aboriginal communities.
- Driver's License
- Incumbent must be able to reside at the trial site from February 1st to around August 7th, 2022, and from mid-September until around mid-December (depending on completion of final assessments and closing research field site).

2.2 DESIRABLE

- Experienced health professional with research skills.
- Experience working in clinical research in remote Indigenous communities, especially in clinical trials.
- A resident of Elcho Island.
- Nursing or medical qualification.
- Background in metabolic health.
- Venipuncture certification.
- Aboriginal Australian.

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 INFECTIOUS DISEASES

https://medicine.unimelb.edu.au/school-structure/infectious-diseases

The Department of Infectious Diseases is a recently established department of the Melbourne Medical School, Faculty of Medicine, Dentistry and Health Sciences that is based at The Peter Doherty Institute for Infection and Immunity (Doherty Institute). Research within the department encompasses infectious diseases including antimicrobial resistance and healthcare associated infections, malaria, HIV, tuberculosis, influenza, viral hepatitis, sexually-transmitted infections, skin pathogens and emerging infectious diseases such as COVID-19. Our researchers come from diverse backgrounds, including discovery research and basic scientists, clinician researchers, epidemiologists, public health physicians and microbiologists. We have a strong interest in improving health in Indigenous communities and in global health.

5.2 MELBOURNE MEDICAL SCHOOL

https://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. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 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.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With 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) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School’s flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $95 million, the School’s research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also 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.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present 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 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 $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 PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

https://www.doherty.edu.au/

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty’s activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

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 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.

5.7 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 https://about.unimelb.edu.au/strategy/governance