Position Description

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

Research Project Officer

POSITION NO 0060878

CLASSIFICATION Level A

SALARY $80,258 - $108,906 (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.8 FTE)

BASIS OF EMPLOYMENT Fixed-term for 2 years

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.

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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
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 Research Project Officer position is a 0.6/0.8 fractional appointment to implement a project titled ‘An evaluation of the acceptability and feasibility of the National Bowel Cancer Screening Program’s “alternative access to kits model and its potential impact on screening participation by Culturally and Linguistically Diverse (CALD) Australians’. This project is part of a large project funded by the NHMRC Synergy Grant. While the main project focuses on developing and testing interventions to increase uptake of the National Bowel Cancer Screening Program, led by Professor Mark Jenkins, the Head of the Centre for Epidemiology and Biostatistics, Melbourne School of Population and Global Health, the sub-project will have a particular focus on increasing participation in the prevention and early detection of bowel cancer for people from CALD backgrounds.

The appointee will demonstrate attributes aligned with the values of the School of Population and Global Health, at the Faculty of Medicine, Dentistry and Health Sciences: Collaboration and Teamwork, Compassion, Respect, Integrity and Accountability.

This position description should be read in conjunction with the University of Melbourne. https://about.unimelb.edu.au/__data/assets/pdf_file/0019/390151/MDHS-APF-Guidelines.pdf

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 to live our values of:

• Collaboration and teamwork
• Compassion
• Respect
• Integrity
• Accountability
1. **Key Responsibilities**

1.1 **PROJECT MANAGEMENT**
- Ensure the smooth implementation of the delegated project
- Assist the development and implementation of data collection and evaluation collection plans
- Monitor project budgets and progress
- Develop and implement communications strategies
- Facilitate effective communication of project progress among Colorectal Cancer Unit staff
- Ensure open and regular ongoing communication with key project stakeholders
- Promote and publicise project
- Evaluate projects and write papers/report
- Present project findings at relevant seminars, forums, conferences.

1.2 **RESEARCH AND RESEARCH TRAINING**
- Contribute to the weekly research meetings
- Contribute to materials generated by the Leadership Working Group
- Work on grant applications for funding with the research group if opportunities arise
- Contribute to publications arising from research, such as publication of books and in peer reviewed journals
- Other tasks and duties as required

1.3 **SERVICE AND LEADERSHIP**
- Actively participate in the communication and dissemination of research where appropriate
- Liase with members of the research team
- Participate in community and professional activities related to the relevant disciplinary area
- Effectively demonstrate and promote University values including diversity and inclusion and high standards of ethics and integrity
- Carry out Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4

2. **Selection Criteria**

2.1 **ESSENTIAL**
- Completion of a health-related degree, ideally a Master of Public Health (MPH) degree
- Experience with qualitative data collection and analysis
- Excellent project planning, implementation and management skills
- Excellent analytical and report writing skills
Excellent communication and interpersonal skills for effective research collaboration and engagement

Evidence of ability and desire to contribute to health research

Demonstrated ability to contribute to team-based research

2.2 DESIRABLE

Experience in cancer epidemiology, public health or cancer behaviour research

Fluency in Chinese/Mandarin

Experience with MS Office, and other graphics software, and Microsoft Teams

2.3 SPECIAL REQUIREMENT

None

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 COLORECTAL CANCER UNIT

The Colorectal Cancer Unit comprises approximately 10 staff including epidemiologists, statisticians, computer scientists, interviews, and database managers. It leads a comprehensive suite of research programs aimed at reducing the burden of colorectal cancer. Although the major factors that increase the risk of developing colorectal cancer are understood, and it is widely known that screening for colorectal cancer reduces the number of new cases and deaths, fundamental questions remain: How can we increase the effectiveness of colorectal cancer screening? How can we target prevention to those most at risk? What is the best way to medically manage people with a genetic predisposition? The Colorectal Cancer Unit undertakes a comprehensive approach to find the answers to these questions.

Further information about the Centre is available at:

https://mspgh.unimelb.edu.au/research-groups/centre-for-epidemiology-and-biostatics-research/colorectal-cancer

5.2 CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS

The Centre for Epidemiology and Biostatistics (http://mspgh.unimelb.edu.au/centres-institutes/centre-for-epidemiology-and-biostatics) is one of four 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) Twins Research Australia
iii) Biostatistics
iv) Breast Cancer
v) Colorectal Cancer
vi) High Dimensional Analytics
vii) Indigenous Epidemiology and Health
viii) Population Interventions
ix) Infectious Disease Dynamics
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 preventive 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

www.mspgh.unimelb.edu.ai

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange. MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring considerable skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and a range of renowned philanthropic organisations, funders and individuals. The School now comprises over 400 academic and professional staff.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2022 placed the University 12th in the world for Public Health and first in Australia.

Our researchers regularly have work published in prestigious titles including The Lancet, Nature, The New England Journal of Medicine and the Journal of the American Medical Association. The School is strongly engaged internationally with key collaborations including the World Health Organisation, Grand Challenges Canada, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The flagship Master of Public Health degree, with over 650 enrolments, forms the core of a strong teaching program alongside undergraduate teaching and a suite of specialist postgraduate coursework degrees across Biostatistics, Epidemiology, Gerontology, Health Economics, Health Informatics and Sexual Health. These programs and the School’s extensive cohort of more than 120 graduate research students make a substantial contribution to training the next generations of public health specialists and researchers nationally and internationally.

The School comprises five Centres and two Institutes that focus on key areas of population and global health that are relevant now and will have tangible impacts on the health of national and international communities into the future. These comprise the:

- Centre for Epidemiology & Biostatistics
- Centre for Health Equity
- Centre for Health Policy
- Centre for Mental Health
- Onemda place for Aboriginal and Torres Strait Islander Health & Wellbeing; *(To be established formally from January 2023)*
- Melbourne Disability Institute; and
- Nossal Institute for Global Health.

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 $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