POSITION DESCRIPTION

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

Research Fellow - Project Manager

POSITION NO

CLASSIFICATION Level B

WORK FOCUS CATEGORY Research Focus

SALARY Level B: $107,547 - $127,707 per annum (pro-rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full time, but part time of at least 0.6EFT considered

BASIS OF EMPLOYMENT Fixed Term position available for 3 years

OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, under ‘Job Search and Job Alerts’, select the relevant option (‘Current Staff’ or ‘Prospective 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
Position Summary

A manager is required to oversee the development and implementation of an automated online sexual health clinic (eSTI) for sexually transmitted infections (STIs) that will provide access to STI testing, prescribing, education and partner management for young people (16-29 years). The online clinic will be co-designed with young people. At the end of the project, we will provide recommendations for its scale up and widespread roll out across Victoria. The appointee will be based within the Sexual Health Unit of the Melbourne School of Population and Global Health and will also work closely with Melbourne Sexual Health Centre (MSHC) upone whose infrastructure the eSTI will be built.

The appointee will be responsible for managing the project including overseeing the development and co-design of eSTI, its usability assessment and subsequent evaluation. The appointee will have excellent project management skills, including working with large multidisciplinary teams and implementation research expertise. The appointee must have excellent stakeholder and time management skills, a demonstrated ability to supervise junior staff, work independently and must have high level verbal, written, interpersonal and organisational skills. The appointee will be supported by a multidisciplinary team of investigators.

This position represents an exciting opportunity to join a dynamic research team and participate in important implementation research that will have a significant impact on increasing access to STI services and education for young people who have reduced access due to location (e.g. rural areas) or sociodemographic status (e.g. LGBTIQ+ or CALD). The appointee will report to the Principal Investigator, Professor Jane Hocking and also work closely with Professor Christopher Fairley, Director of MSHC. As a member of the Melbourne School of Population and Global Health’s academic team, the appointee will be expected to support the broad ethos of the School and the School’s compliance with University policies and procedures, including environmental health and safety.

1. Key Responsibilities

1.1 Research and Research Training

- Initiate and manage the day-to-day operations of the project including preparing project protocols, standard operating procedures, governance structures, establishing timelines and deliverables, monitor and prepare progress updates
- Systematically review available online STI screening services to assess the quality and availability of existing services across Australia.
- Obtain the necessary ethics approvals to undertake the project as needed
- Manage ongoing communications including meetings with investigators, project partners and other stakeholders
- Effective supervision of research support staff
- In consultation with investigators, prepare data collection instruments, oversee data collection, including surveys, interviews and focus groups
- Map available health services (eg GPs, pharmacies, pathology providers) for linking into eSTI and liaise with these health services in key areas of Victoria.
- Assist with writing reports and analysing data for the project
Assist in the evaluation of the project, especially the evaluation of eSTIs usability and acceptability by young people

Produce quality conference and seminar papers and publications

Provide effective supervision of post-graduate students as needed

1.2 LEADERSHIP AND SERVICE

- Actively participate at School and/or Faculty meetings and contribute to planning or committee work to build capacity in the School/discipline.
- Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars
- Positive engagement in learning and career development of self and others
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.3 STAFF SUPERVISION

- Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance.
- Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities.
- Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- Allocate and monitor workload and address associated issues in a timely manner.
- Ensure new staff participate in the university’s induction program and provide a localised work area orientation.

2. Selection Criteria

2.1 ESSENTIAL

- A PhD in relevant area or equivalent professional qualification
- Demonstrated experience in managing implementation research projects involving co-design activities and stakeholder engagement
- Demonstrated experience in managing large research projects and working with large investigator and research partner teams
- Demonstrated time management and the ability to meet deadlines.
- Strong interpersonal and communication skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively
- Research experience or familiarity with digital health
- Demonstrated ability to expertly apply research methodologies and undertake quantitative and/or qualitative data analysis
- Excellent written skills
Ethical scholar who values diversity and works effectively with individual differences

2.2 DESIRABLE

- Demonstrated success in obtaining research funding
- Experience in supervision of Masters or PhD students
- Research experience or understanding of sexual health
- Experience with working with young people from diverse backgrounds

2.3 SPECIAL REQUIREMENTS

- Australian driver’s license

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 University’s People Strategy 2015-2020 and policies that address 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 Growing Esteem.

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:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information
5.1 SEXUAL HEALTH UNIT, CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS, MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Sexual Health Unit at the Centre for Epidemiology and Biostatistics is headed by an epidemiologist and employs one sexual health clinician, four postdoctoral research fellows, one research fellow and has 5 higher degree research students. The Sexual Health Unit carries out research in sexual and reproductive health. We are internationally recognised experts in sexual health and sexually transmissible infections (STI) research and have national and international collaborations with experts from sexual health medicine, general practice, microbiology, mathematical modelling, economic evaluation and implementation science. Our current projects relate to:

- Prevention and control of STIs, particularly chlamydia
- Evaluation of complex sexual health interventions in general practice
- Sexual health care access in rural communities
- Contraception and reproductive health
- Sexual health and ageing
- Treatment efficacy and pharmacokinetics of treatment for STIs

In addition, we are responsible for four sexual health subjects within the Master of Public Health and coordinate the Graduate Certificate in Sexual Health.

5.2 CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS


The Centre for Epidemiology and Biostatistics is one of 4 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) Australian Twin Registry
iii) Biostatistics
iv) Breast Cancer
v) Colorectal Cancer
vi) High Dimensional Analytics
vii) Indigenous Health and Epidemiology
viii) Population Interventions
ix) Modelling and Simulation
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 preventative 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

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Approximately 300 academic and professional staff work across the School and its partner agencies. The School’s total budget is in excess of $50m. There are approximately 120 higher degree research students (predominantly PhD).

The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres and one Institute:

- Centre for Health Equity (CHE)
- Centre for Health Policy (CHP)
- Centre for Epidemiology and Biostatistics (CEB)
- Centre for Mental Health (CMH)
- The Nossal Institute for Global Health (NIGH)

Further information about the School is available at http://www.mspgh.unimelb.edu.au/

5.4 BUDGET DIVISION

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.

5.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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