Department of Medicine, Royal Melbourne Hospital
Faculty of Medicine, Dentistry & Health Sciences

Research Support Officer

POSITION NO 0062706

CLASSIFICATION Level A

SALARY $83,468 - $113,262 p.a. (pro-rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time 0.2 FTE

BASIS OF EMPLOYMENT Fixed-term - 6 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 Dr Aneta Kotevski
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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 Melbourne Brain Centre at Royal Melbourne Hospital (MBC-RMH) is a joint Centre for Research Excellence within the RMH and University. As part of the Australian Stroke Alliance (ASA), Medical Research Future Fund (MRFF) support has been provided to conduct a large-scale national research program focussed on innovative new technologies to enable early intervention in stroke. The researcher role will assist with the Culturally Adaptive Governance Framework (CAGF) within the ASA. The position involves working closely with the Indigenous co-leads and the Senior Project Manager leading implementation of the CAGF within the ASA. Working with the Senior Project Manager, the researcher will implement and document a systematic framework for evaluating the CAGF impact.

The appointee will undertake a range of project tasks, including the development of education and training relevant to the Darak program, arrangement of project meetings, facilitation of discussions groups across the ASA, collation and maintenance of information databases, compilation of reports, as well as other ad hoc general administrative duties. Knowledge gained will be used to promote the Darak CAGF as a replicable tool for research teams engaged in Indigenous health research across Australia.

About You

We are seeking a researcher with an interest and commitment to centering Indigenous governance, leadership and voice within Indigenous health research and experience in conducting qualitative research.

About Us

Darak is an Indigenous1-led multi-disciplinary research team working to support the primary mission of the Australian Stroke Alliance - to transform stroke care for urban, rural, remote and Indigenous Australians2. The overall aim of Darak is to invest in and support Indigenous governance as a prerequisite for ethical conduct in Indigenous health research. The Australian Stroke Alliance is a national research alliance of 7 principal partners3 funded over 5 years (2021-2026) to undertake research and bring time-critical stroke treatment directly to patients in urban, rural, and remote settings. This alliance will lay the foundations for a national and equitable approach to the treatment of stroke.

We have a strong environment for excellent scholarship, research activities and output.

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1 Aboriginal and Torres Strait Islander peoples, Indigenous and First Nations will be used interchangeably when referring to Aboriginal and Torres Strait Islander people, recognising that diverse terms reflect diverse preferences among Aboriginal and Torres Strait Islander people when describing themselves.


3 Royal Flying Doctors Service, University of Melbourne, Royal Melbourne Hospital, The Stroke Foundation, Ambulance Victoria, RMIT University, Council of Ambulance Authorities.
The position is in the Darak team, led by Associate Professor Luke Burchill – proud Yorta Yorta and Dja Dja Wurrung man and Australia’s first Aboriginal cardiologist and Dr Angela Dos Santos – proud Gumbaynggirr and Kwambal woman and Australia’s first Aboriginal neurologist. The successful applicant will work with a multidisciplinary team to implement the project activities and measure their impact.

To Apply
To be considered for this position apply online by submitting your CV and a separate cover letter (of no more than 2 pages) that demonstrates how you meet the following selection criteria:

1. **Key Responsibilities**
   - General administration duties such as meeting requests, agendas, minutes, and actions
   - Attend all meetings relating to the Darak team and provide secretarial support.
   - Assist senior team members in their assigned tasks (e.g., sending emails to stakeholders, participate in group discussions around data collection/analysis, monitor group inbox, taking minute, stakeholder updates)
   - Regularly update evaluation templates with data collected from team meetings and lead the evaluation meeting
   - Support in preparation of documents (e.g. abstracts, ethics applications, manuscripts, papers, grant applications)
   - Assist team in preparation of annual symposium style meeting (send invites, organise conference gift for attendees, organise the agenda, transcribe recorded meeting)
   - Provide research project updates to the appropriate lead researchers.
   - Other duties commensurate with the position as directed.
   - Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. **Selection Criteria**

2.1 **ESSENTIAL**
   - An understanding of Aboriginal and Torres Strait Islander history and culture including contemporary issues such as Indigenous self-determination & governance in health and medical research
   - Degree in public health, medical/health research, or a related discipline.
   - Experience working within public health, Indigenous health research or medical research projects, or in health or social care environments.
   - Ability to meet deadlines with high level time management, planning and organisational skills.
   - Demonstrated ability to work independently and collaboratively in a team to achieve project goals.
   - Highly developed interpersonal and communication skills, both written and verbal.
   - High level of attention to detail and open and responsive to constructive feedback.
   - Liaise effectively with collaborators and or internal and external stakeholders.
   - Ability to take on and execute ad-hog tasks with minimal supervision.
   - Must be computer literate with knowledge/experience working with the Microsoft Office Suite

2.2 **DESIRABLE**
   - Experience working with healthcare stakeholders, including clinicians.
   - Experience working in Indigenous health.
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 MEDICINE, RMH


The Department of Medicine at the RMH is a large and diverse division of the Melbourne Medical School that undertakes clinically relevant research and research training across the spectrum of bench-to-bedside, including outcomes and health practice research. The objectives of the Department are to provide clinical and research leadership from the interface of basic science and clinical medicine across the medical disciplines, to teach undergraduate and postgraduate students, to perform high quality research, and to provide leadership in national medical and scientific bodies. The Department is embedded within The Royal Melbourne Hospital and associated Institutes and Centres, including the Melbourne Brain Centre, the Doherty Institute and the Victorian Comprehensive Cancer Centre, having it ideally
placed to translate the outcomes of research into improvements in clinical practice. The Department has students enrolled in Bachelor of Science/Biomedicine (Hons), Master of Science/Biomedicine, Master of Medicine, Doctor of Philosophy, and students undertaking the Translational Clinical Medicine Discovery topic of the new medical curriculum leading to the degree of Doctor of Medicine. The Department also regularly hosts students for research training on exchange from other Australian and International Universities.

5.2 BUDGET DIVISION
The Melbourne Brain Centre at The Royal Melbourne Hospital promotes and conducts internationally competitive translational neuroscience research. The University of Melbourne, the Royal Melbourne Hospital and Austin Health offer staff unparalleled employment opportunities. Research at the Centre is focused on the prevention, early diagnosis and early disease indicators/biomarkers, and treatment of brain disorders including stroke, epilepsy, multiple sclerosis, Parkinson’s Disease and movement disorders, psychiatric disorders, Alzheimer’s disease and dementia, neurodegenerative disorders, and brain tumours.

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.

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