



POSITION DESCRIPTION

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

Research Assistant

POSITION NO	0064052
CLASSIFICATION	Level A
SALARY	\$83,468 – \$113,262 p.a
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	1.0 FTE
BASIS OF EMPLOYMENT	Fixed-term for 24 months
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.
CONTACT FOR ENQUIRIES ONLY	Name: Berhe Sahle Email: berhe.sahle@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Indigenous Epidemiology and Health Unit within the Centre for Epidemiology & Biostatistics, Melbourne School of Population & Global Health (MSPGH), is seeking a Research Assistant to support a program of Indigenous health focussed research projects.

The Unit's research covers a range of key health areas across the life course, including perinatal health, early childhood and adolescent health, mental health, cardio-metabolic health, disability and cognitive/brain health. Research includes multi-state cohort studies, population data linkage studies, primary care-based intervention trials, program evaluations, and qualitative research to understand and address the factors contributing to the elevated burden of disease among Aboriginal and Torres Strait Islander Australians.

This position represents an exciting opportunity to join a dynamic team committed to undertaking research that draws on the strengths and knowledge of Indigenous peoples and communities to understand the pathways to health and wellbeing of Aboriginal and Torres Strait Islander people of all ages and to identify avenues for prevention of avoidable morbidity and mortality.

Ideally, the appointee will hold or have made significant progress towards a relevant Master's degree (e.g. Public Health, Biostatistics or similar) and will have experience in conducting research focussed on Aboriginal and Torres Strait Islander health or public health. Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.

The appointee will work with a team of researchers under the leadership of the Associate Dean (Indigenous) and Head of the Indigenous Epidemiology Health Unit, Professor Sandra Eades. 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

The appointee will be required to:

- ▶ Coordinate the day-to-day operations of the programs of research, including but not limited to:
- ▶ Assisting with the planning and implementation of research projects.

- ▶ Drafting of research documents including protocols, progress reports, ethics applications, research articles, and reports/presentations in collaboration with chief investigators.
- ▶ Maintain ongoing relationships with internal and external project partners and other key stakeholders.
- ▶ Maintain accurate records of activities undertaken, including minutes of relevant research meetings
- ▶ Other duties as requested and commensurate with appointment level

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate at Centre, School and any relevant Faculty meetings.
- ▶ 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 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of or near-completion and current enrolment in a Master's degree or equivalent experience in a relevant field
- ▶ Experience communicating and managing relationships with a range of internal and external stakeholders from research and policy environments

- ▶ Strong written communication skills and report writing
- ▶ Excellent analytical and problem-solving skills.
- ▶ Proven ability to work independently and collaboratively in a team to achieve project goals and meet deadlines.

2.2 DESIRABLE

- ▶ Experience working with University systems
- ▶ Knowledge across the field of public health and prevention
- ▶ Experience undertaking research and/or evaluation in Aboriginal and/or Torres Strait Islander health or other key health equity areas of public health

2.3 SPECIAL REQUIREMENTS OF THE ROLE

- ▶ Working with Children Check (WWCC)

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:

<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 CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS

The Centre for Epidemiology and Biostatistics (<http://mspgh.unimelb.edu.au/centres-institutes/centre-for-epidemiology-and-biostatistics>) 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) Indigenous Epidemiology and Health
- vii) Population Interventions
- viii) Infectious Disease Dynamics
- ix) Sexual Health
- x) Neuroepidemiology
- xi) Malaria and Infectious Disease Epidemiology
- xii) Teaching and Learning

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.

5.2 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

www.mspgh.unimelb.edu.au

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 globally leading skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and from a range of renowned philanthropic organisations and individuals.

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 2023 placed the University 16th 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 *JAMA*. The School is strongly engaged internationally with key collaborations including the World Health Organization, Grand Challenges Canada, the Shanghai Centre for Disease Control, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The School has almost 1,000 students enrolled in graduate programs. The flagship Master of Public Health degree forms the core of a strong teaching program alongside the Major in Public Health and Epidemiology in the Bachelor of Biomedicine and the Master of Biostatistics as well as other undergraduate teaching and a suite of specialist postgraduate coursework degrees across Epidemiology, Health Economics, Health Informatics, Climate Change and Health, Infectious Disease Epidemiology, Gerontology, and Sexual Health. These programs and the School's extensive cohort of 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, two Institutes, and one Lab 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 are:

- Centre for Epidemiology & Biostatistics
- Centre for Health Equity
- Centre for Health Policy
- Centre for Mental Health and Community Wellbeing
- Onemda: Aboriginal and Torres Strait Islander Health and Wellbeing
- Melbourne Disability Institute
- Nossal Institute for Global Health
- The Climate CATCH Lab

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