POSITION DESCRIPTION

The University of Melbourne 
(logo)

Department of General Practice and Primary Care

Faculty of Medicine, Dentistry and Health Sciences

Research Assistant/Research Fellow

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| Position No | **0063847** |
| Classification | Level A |
| Salary | $ 83,468 to $113,262 p.a. |
| Superannuation | Employer contribution of 17% |
| WORKING HOURS | Full Time (1.0 FTE) |
| BASIS OF EMPLOYMENT | Fixed term available for 1 year |
| 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 Sibel Saya  Email: [sibel.saya@unimelb.edu.au](mailto:sibel.saya@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](https://about.unimelb.edu.au/careers)

Position Summary

This Research Assistant/Fellow will primarily develop a decision aid for use in prostate cancer treatment decision-making within the GenI-AIRSPACE trial (Genomically Informed Active Surveillance in Intermediate Risk Prostate Cancer). The position requires expertise in health literacy and health services research, with a focus on cancer and/or genomics. The aim of this project is to investigate if genomic-based risk stratification at the time of diagnosis with Favorable Intermediate Risk Prostate Cancer (FIR CaP) will reduce the number of people receiving radical prostate cancer treatment without compromising long term oncological outcomes. This position focusses on developing written and visual materials for men making treatment decisions, that will cover genomic testing results, treatment options, possible side-effects and oncological outcomes. The researcher will review existing literature, conduct qualitative interviews and analysis with men in the trial, then use this data to develop a decision aid that can be further refined or trailed. In addition, they will manage the consumer questionnaires, curate the returned responses, and analyse the resulting data. The fellow will also work on other related projects within the Primary Care Cancer Research Group at the University of Melbourne.

The position is supported by funding from The Advanced Genomics Collaboration (TAGC) Innovation Fund. This role will contribute to the University of Melbourne's partnership with international genomics company Illumina. The University has entered a long-term strategic partnership with Illumina, a global leader in genomics technology, to jointly foster the development of world-leading genomics research and innovation activities and to accelerate the translation of these innovations through to adoption in the healthcare system. Together, Illumina and the University have established The Advanced Genomics Collaboration (TAGC), a Victorian Government funded initiative which aims to support a pipeline of commercially focused genomics innovation projects to deliver a cluster of new high growth, high-tech start-ups within the Melbourne Biomedical Precinct.

This position will be based within the Primary Care Cancer Research Group led by Prof Jon Emery in the Department of General Practice and Primary Care, University of Melbourne and the Centre for Genomic Cancer Medicine at the Victorian Comprehensive Cancer Centre. The Primary Care Cancer Research team is focused on improving outcomes for cancer patients across the cancer continuum from cancer prevention through to survivorship. Key areas of the research program include bowel cancer screening, liver cancer screening, genomic testing, early diagnosis of melanoma and the potential of data-linkage to enable large-scale studies that help provide a better view of populations across our healthcare system.

# Key Responsibilities

## Research and research training

* Review previous literature on informed decision making for prostate cancer treatment and genetic testing.
* Conduct qualitative interviews and qualitative data analysis.
* Develop participant-facing materials, considering previous peer-reviewed literature, qualitative interview data and quantitative survey data
* Collect and analyse quantitative survey data
* Evaluate decision-making processes in participants assigned to genomically informed active surveillance of FIR-CaP.
* Assist other members of the cancer team in carrying out research to work as a team and further the group’s research output.
* Maintain confidential, accurate and detailed records consistent with high quality research.
* Work closely with others within the Centre for Cancer Research, University of Melbourne and contribute to research project development.
* Prepare manuscripts for submission to refereed journals.
* Present findings regularly to the research group and collaborators, and at conferences
* Other duties as directed.

## Leadership and service

* Contribute to the research administration relevant to the project, including the preparation of ethics applications and related grant applications.
* Evaluate and report results to the Principal Investigators and collaborators.
* Actively participate in Department of General Practice and Primary Care and Centre for Genomic Cancer Medicine seminars and meetings.
* Attend, contribute and present findings regularly to the research group and collaborator meetings, seminars and/or national and international conferences as required.
* Undertake an involvement in professional activities, including, subject to the availability of funds, attendance at and contribution to conferences and seminars in the relevant field of expertise as directed.
* Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## 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.

Create ethics applications and report to the ethics committees.

# Selection Criteria

## Essential

* A tertiary qualification in medical science, health science, or related discipline, with quantitative and qualitative research experience including conducting studies in clinical settings.
* Considerable relevant experience in clinical research including demonstrated knowledge of research trial methodology and Good Clinical Practice.
* Demonstrated ability to work collaboratively within a research team to achieve project goals and meet deadlines and manage time effectively.
* Demonstrated ability to work independently and lead small research teams.
* Demonstrated ability to articulate research through presentations in a public forum including conferences.
* Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement.
* Well-developed organisational skills and demonstrated ability to set priorities and meet key goals and deadlines

## Desirable

* A postgraduate qualification (PhD) in genetics/genetic counselling, genomics, health sciences, medical decision-making, or related discipline, with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.

## Special requirements of the role

* This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
* Staff will be required to travel to, or work from, other sites and campuses as required both, local and/or international travel.
* We encourage a flexible working environment focused on outcomes rather than strict adherence to schedules. Therefore, the possibility exists that the incumbent will occasionally be required to work outside of normal working hours.
* This position is based in a hospital site, as such staff are required to be Fully Vaccinated (boosted - 3 COVID vaccinations) or hold a valid exemption.

# 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.

# 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.

# Other Information

## Department of General Practice and Primary Care

www.gp.unimelb.edu.au

The Department of General Practice and Primary Care originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 68 (full time equivalent) staff supported by an operating budget of $7 million and research income of approximately $11 million annually.

With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community-based medical education. The Department delivers postgraduate training for primary care nurses, and research training for medical, honours, masters (4) and PhD students (18). For more than 20 years, the Department has run a very successful General Practice academic registrar program where doctors who are training to be GPs (GP registrars) undertake a half time special skills post in academic medicine to experience an introduction to research and university teaching. We average around three academic registrars per year.

The Department has a successful Primary Care Research Unit (PCRU), including a Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices (600+) and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Data for Decisions (D4D) Community of Practice. In this D4D program general practices have an agreement with the Department to share their electronic medical record (EMR) data for research and policy advocacy; participating practices have also undertaken a process with their patients to opt out if they do not want their data shared. The EMR data is de-identified before it leaves the practice and is stored in a secure data repository managed by the Department, called Patron. Patron has a management group and an independent governance group with representatives who are consumers, GPs, practice managers, researchers, IT technical, and legal experts.

Our cross-cutting research themes include clinical biostatistics, implementation science, clinical informatics, co-design, and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care and describe the epidemiology of health and disease in primary care. With a focus on primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools. The Department also has successful research programs in specialised areas in Cancer; Children and Young People’s Health; Clinical Data Informatics, Data Driven Quality Improvement, Integrated Mental Health; Sexual Health, and Abuse and Violence.

## Melbourne Medical School

<http://www.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. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 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.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of 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.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees 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. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture: <https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.

## FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and 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.

## 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>

## 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.

## 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>