

# POSITION DESCRIPTION



**Medicine, Dentistry and Health Science**  
Physiotherapy (Austin Health)

## Research Assistant

<b>POSITION NO</b>	0063781
<b>CLASSIFICATION</b>	Level A
<b>SALARY</b>	\$83,468 - \$113,262 p.a. (pro rata for part-time) (*PhD entry level \$105,518 p.a.)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (up to 1.0 FTE – job share options considered)
<b>BASIS OF EMPLOYMENT</b>	Fixed term for 2 years
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Nick Petersen Team Lead, Talent Acquisition Email <a href="mailto:Nick.petersen@unimelb.edu.au">Nick.petersen@unimelb.edu.au</a> <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](https://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***

Located at Austin Health, in Heidelberg, the research team led by Professor David Berlowitz examines sleep and breathing dysfunction in neuromuscular disease, across a range of disorders including spinal cord injury and motor neurone disease/amyotrophic lateral sclerosis. This position is highly suited to an exercise physiologist, respiratory scientist, allied health clinician/assistant or similar with some research experience who is self-motivated and keen to work across a range of projects. The successful candidate will be primarily working on a Medical Research Future Fund clinical trial looking at the impact of combining exercise training with novel interventions such as acute intermittent hypoxia and transcutaneous spinal cord stimulation on restoration of hand/arm and breathing function in people living with spinal cord injury. As there are many research projects being run by the team and our collaborators, there is opportunity to expand your skills and gain experience across a variety of research studies.

This role will involve supporting the trial coordinator and research team in the day to day running of the trial including preparation of trial documentation, coordination of study visits, conducting trial activities with participants (e.g., exercise therapy sessions), setting up and troubleshooting equipment, as well as data collection and data entry. The ideal candidate will be an enthusiastic and motivated individual, with exceptional interpersonal skills and a desire to contribute to an exciting program of research. This position is primarily located in Heidelberg; however, as these projects involve visits to participants homes, the successful candidate will be required to travel off-site regularly.

### ***1. Key Responsibilities***

#### **1.1 RESEARCH COORDINATION AND COMMUNICATION**

- ▶ Effectively communicate the purpose and expectations of the trial to potential participants.
- ▶ Effectively and respectfully engage with participants and families during study visits.
- ▶ Serve as the point of contact for trial participants and team members.

- ▶ Liaise with study participants to coordinate study visits.
- ▶ Create and maintain documentation for all research activities.
- ▶ Organise and participate in project planning meetings.

## **1.2 DATA COLLECTION, ANALYSIS AND REPORTS**

- ▶ Support the trial coordinator and investigators to undertake trial activities and intervention sessions in participants' homes.
- ▶ Accurately collect, record and maintain database records.
- ▶ Support the trial team to conduct data analysis and prepare reports, presentations and manuscripts for publication.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Bachelor degree in health sciences, allied health, science or similar.
- ▶ Face-to-face experience working with / providing services for people living with a disability, e.g. in healthcare, clinical research settings.
- ▶ Strong communication and interpersonal skills, with the ability to engage effectively with participants, researchers and healthcare professionals.
- ▶ Evidence of the ability and willingness to work collaboratively as a member of a team in a co-operative and collegial manner, as well as independently, to ensure successful project outcomes.
- ▶ Demonstrated attention to detail.
- ▶ Sound analytical skills, and the ability to communicate complex information clearly both orally and in writing.
- ▶ Demonstrated knowledge of Good Clinical Practice requirements and adherence to the ICH-GCP and WHO guidelines for the conduct of scientific research.
- ▶ High level proficiency in the use of standard application software such as the Microsoft Office suite and willingness to learn new software applications.
- ▶ A current Australian driver licence and ability to use own car for travel to study visits (reimbursement for use of own car provided).

### **2.2 DESIRABLE**

- ▶ Completion of an Honours degree or equivalent research experience.
- ▶ Comfortable working with research testing equipment and the ability to identify faults and troubleshoot as needed.

### **2.3 OTHER JOB RELATED INFORMATION**

- ▶ Occasional work out of ordinary hours and travel to participants' homes for study visits will be required.
- ▶ The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of the University's commitment to

child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee Working with Children Check (WWCC), regardless of where in the University an employee may work or what work they do.

### ***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 SCHOOL OF HEALTH SCIENCES**

The Melbourne School of Health Sciences (MSHS) is a School within the Faculty of Medicine, Dentistry and Health Sciences. It is an inter-professional learning organisation at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and engagement that contributes to local, national and global efforts to improve health and wellbeing. The MSHS values and ensures strong relationships with the health professions, workforce agencies, the community, governments, accreditation and regulating authorities, and industry partners.

It values a strong discipline focus and professional identity while fostering interprofessional collaborations and synergies in teaching, clinical education and research.

The MSHS educates graduate entry and post-graduate students in the disciplines of Nursing, Social Work, Physiotherapy, Audiology and Speech Pathology through accredited programs tailored to workforce needs both nationally and internationally. It provides local and overseas students with training to enable them to be competent and effective health professionals who are work ready and eligible for registration. The School also delivers professional education courses and training for health sciences professionals and builds strong relationships with the alumni in each discipline. The School currently comprises approximately more than 120 academic and professional staff as well 200 honorary staff. There are more than 1,100 equivalent full-time students, including more than 100 higher degree research students. The School has an impressive research profile including a strong record of national competitive grants and significant involvement with the health care industry through Co-Operative Research Centres and research contracts.

Further information about the Melbourne School of Health Sciences is available at: <http://www.healthsciences.unimelb.edu.au/>

## 5.2 PHYSIOTHERAPY

The department of physiotherapy was established in 1991 and makes distinctive contributions nationally and internationally to the physiotherapy profession and society in [research, learning & teaching](#) and knowledge exchange. In 2009 it became a department within the Melbourne School of Health Science. Further information about Physiotherapy is available at: <http://www.physioth.unimelb.edu.au/>

## 5.3 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>

## 5.4 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.

## **5.5 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>