

POSITION DESCRIPTION

Melbourne School of Health Sciences
Faculty of Medicine, Dentistry and Health Sciences

CycLink Partnership Project Research Assistant

POSITION NO	0063888
CLASSIFICATION	Level A
SALARY	\$83,468 - \$113,262—per annum (pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 – 0.5 FTE)
BASIS OF EMPLOYMENT	Fixed term for 5 years (externally funded)
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 Rachel Toovey Tel +61 422495370 Email r.toovey@unimelb.edu.au (for initial contact) <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 incumbent will join the CycLink Partnership Project team in the Department of Physiotherapy within the Melbourne School of Health Sciences, Faculty of Medicine Dentistry and Health Science. You will have a commitment to excellence and be actively involved in the delivery and evaluation of the NHMRC funded CycLink Partnership Project. The CycLink Partnership Project brings together partners across University, Sports, Disability, Allied Health, Education and Government sectors to implement and evaluate an evidence-based co-designed cycling program that aims to improve participation for children and young people with disability in their local communities.

You are expected to assist in the implementation of the research and evaluation components of the CycLink Partnership Project which includes a hybrid implementation-effectiveness trial across four sites in Victoria involving 100 young people with disability. This will involve assisting with ethics and governance, site set up including training of site staff, recruitment of study participants, data collection, supporting program implementation, data analysis and dissemination. You will support engagement with partners involved in the project including communication and coordination of meetings.

You will interact regularly with other CycLink Project staff, Chief Investigators and Partner teams, RHD students involved in the Project other staff within the Department, School and Faculty of Medicine, Dentistry and Health Sciences, peers in other universities both nationally and internationally, the allied health and disability sectors, and other relevant professional organisations.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- Participate in research as a member of the CycLink Partnership Project research team including team and project meetings.
- Contribute across aspects of the research process including ethics and governance, data collection, analysis, reporting and dissemination including.
- Approach and provide eligible participants with the opportunity to participate in the study, ensuring procedures are followed as per the study protocol.
- Conduct evaluation data collection including administering follow-up assessments with participants and conducting qualitative interviews with participants, families and staff.
- Maintain data integrity as per the study protocol.
- Post follow-up assessments, provide verbal and written feedback to families in a timely manner
- Contribute to research teams and management of projects, leading to high quality conference presentations and publications in peer reviewed journals, and other appropriate project communications.
- Communicate with the research and partner teams including coordination of meetings.
- Participate in staff training to strengthen and/or maintain acceptable fidelity for conducting evaluation.

1.2 LEADERSHIP AND SERVICE

- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.
- Effective engagement with site partners as outlined above.
- Occupational Health and Safety (OHS) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- Demonstrated experience in conduct of effectiveness and or implementation research studies.
- A tertiary degree (or an equivalent degree or professional qualifications) or equivalent combination of study and work experience relevant for the role.
- Knowledge and experience working in paediatrics and/or disability fields.
- Strong interpersonal and communication skills, with an ability to build and maintain relationships with key partners (internal and external) and work collaboratively.
- Demonstrated high level of productivity including initiative, problem solving, judgement and organisational skills.
- Demonstrated ability to work independently and collaboratively in a team to achieve goals and complete projects.
- Ethical scholar who values diversity and works effectively with individual differences.

2.2 DESIRABLE

- Research Higher Degree (Masters or PhD) qualification in a related field.
- Previous experience in data collection and data management, including qualitative data.
- Project management experience.

2.3 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check. Delete if not relevant.
- Occasional work out of ordinary hours and travel including to regional and metropolitan study sites and to present work at state, national and international forums.

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 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 inter-professional 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 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 <https://about.unimelb.edu.au/strategy/governance>