



POSITION DESCRIPTION

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

RESEARCH ASSISTANT (REGISTERED NURSE/PARAMEDIC): Melbourne Phenotyping Platform, Px4 Health Initiative

POSITION NO	0063472
CLASSIFICATION	Level A
SALARY	\$83,468 - \$113,262 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed Term (12 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 Julian Simmons / Ms Anna Middleton Tel +61 3 9035 8318 E: jgs@unimelb.edu.au anna.middleton@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 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

This position will support the operations of a new interdisciplinary and multi-platform precision health research initiative, 'Melbourne PX4 Health Research Initiative'. PX4 comprises the 'Melbourne Phenotyping Platform' (MPP; led by MSPS), the Multi-Omix Platform (OMIX3; led by MSBS\Bio21), and the Data Platform (led by BioCommons Australia). The initiative aims to conduct longitudinal deep phenotyping and high-resolution multi-omics on a large cohort of Victorian residents to investigate the causes and correlates of death and disability in Australia. Core principles of the initiative are founded on ensuring value to science, participants, and the community, in equal measure, while minimizing burden and risk. Accordingly, rigorous research methods, ethics, research integrity, data security and participant informed design\protocols and ongoing improvement are central tenets.

A Research Assistant (Registered Nurse or Paramedic) is sought to assist with the implementation, participant recruitment and pilot phase data collection of the MPP. The responsibilities will be varied and change over time as the MPP workforce and operations are established, and transition to the phases of participant recruitment and data collection. Duties will include assisting with participant recruitment, scheduling and follow up, as well as direct involvement in data collection across biophysical sample collection (e.g. blood collection; blood pressure; spirometry; among other measures) and surveys/interviews. The role will also entail monitoring and supporting participant experience, and reporting.

The successful applicant will work with and report to the MPP Academic Lead and the MPP Research Coordinator. They will liaise with other investigators and staff across platforms and the University to coordinate operations and workflows, and ensure regular, transparent communication on participant experience, processes and timelines.

Over 12 months, this opportunity will provide a fulfilling and challenging course of professional development to expand both the clinical and technical research skills of the successful applicant. This role will involve performing several biophysical measures which would be considered 'non-standard' for most Registered Nurses and Paramedics (e.g. liver ultrasound, ocular imaging), for which comprehensive training and support will be provided.

The Melbourne School of Psychological Science fosters a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in research and learning and teaching outcomes. We also invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of (i) Collaboration and teamwork, (ii) Compassion, (iii) Respect, (iv) Integrity, and (v) Accountability.

1. Key Responsibilities

1.1 PARTICIPANT RECRUITMENT AND EXPERIENCE MANAGEMENT

In collaboration with the MPP Academic Lead and Research Coordinator (AL/RC), and other study researchers, assist with the day-to-day operation of the MPP.

The successful candidate will be instrumental in maximising both the enjoyment of the study experience for the participants, as well as the accuracy and scientific value of the collected data for the research team, with responsibilities comprising but not limited to:

- ▶ Perform role and all research activity in accordance with the relevant study protocol, Standard Operating Procedures, HREC approval, and the NHMRC *National Statement*.
- ▶ Undertake necessary professional development activities and training (as directed by the AL/RC) to achieve competence in the collection of biophysical specimens and measurements relevant to the MPP, and the safe occupation of the dedicated facility (Participant Assessment Research Centre [PARC]) in Carlton.
- ▶ Conduct recruitment of study participants (inclusive of addressing questions, collection of informed consent, completion of relevant paperwork and reporting)
- ▶ Facilitate onsite participant research visits (perform health interviews with participants; perform collection of relevant biophysical specimens and measurements; assist participants (as needed) to complete health-based surveys; assist with relevant follow-up and referrals; complete data entry and reporting in a timely and accurate manner)
- ▶ Facilitate home-based follow-up data and sample collection (distribution, set up and receipt of sample kits, smart watches and app access; instructions for at home collection; prepaid return envelopes) for participants to complete following their onsite research visit
- ▶ Escalate and refer adverse incidents or participant complaints to AL/RC; facilitate referrals to other health services as required
- ▶ Ongoing feedback to research team to facilitate ongoing improvements to study operations and participant experience

1.2 MONITORING, COMPLIANCE AND REPORTING

- ▶ Work with the AL/RC to ensure role and data collection activities are accurate and compliant with approved protocols, policy and best practise.
- ▶ Engage in weekly platform team meetings to monitor platform operations against milestones and track participant recruitment, assessment rates and experience.
- ▶ Refer participant and staff experience and feedback to MPP team to support ongoing improvement and tracking of any adverse experience.

1.3 STAKEHOLDER ENGAGEMENT AND BEST PRACTICE

- ▶ Collaborate with a multi-disciplinary academic team, participants and consumer/industry representatives as required.
- ▶ Develop and maintaining effective working relationships with research teams and other stakeholders.
- ▶ Attend and assist with platform and/or initiative meetings, as required.
- ▶ Demonstrate and promote University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Maintain up-to-date knowledge of best practices, innovation and relevant regulation related to health research.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree (or equivalent qualification) in nursing, paramedicine, or related discipline.
- ▶ Current AHPRA registration
- ▶ Minimum 2 years of recent postgraduate clinical (or other relevant) experience
- ▶ Extensive clinical experience in venipuncture, ECG and blood pressure measurement
- ▶ Ability to efficiently manage own time
- ▶ Ability to handle situations that require initiative, independent judgement, and consultation with senior stakeholders.
- ▶ An approachable demeanour and experience in communicating health information to consumers of diverse backgrounds and health literacy levels
- ▶ Ability to engage with and develop robust relationships with diverse stakeholders.
- ▶ High-level oral and written communication skills

2.2 DESIRABLE

- ▶ A post-graduate degree in nursing, paramedicine, behavioural science, public health or related discipline.
- ▶ Background and demonstrated experience in clinical research methods and data collection.
- ▶ Experience with clinical/research biosample collection and processing (e.g., blood, saliva, faeces), and extended clinical physiological measures (e.g., cardiovascular, anthropometric)
- ▶ ICH-GCP certification (TansCelerate Biopharma E6(R2) compliant)
- ▶ Experience with research software ecosystems and data management/working knowledge of RedCap, and/or other PRMS and related database system(s).
- ▶ Desire to build a professional, academic, clinical or research career trajectory with an interest in participant-centred multi-method health research.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ 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.
- ▶ Given the high level of contact with participants and their biospecimens, the incumbent must show evidence of being vaccinated for influenza (annually, by 15th August) and full vaccination (boosted) for COVID-19. Vaccination or serological confirmation of immunity for Hepatitis A, Hepatitis B, measles, mumps, rubella, pertussis and varicella are also highly recommended.
- ▶ The successful applicant will be required to adhere to relevant Victorian and Australian public health directives and laws. These may necessitate temporary or permanent changes to employees' normal work and travel arrangements. The University will communicate any emerging government announcements that will affect the normal performance of this role.
- ▶ There will be limited, occasional flexibility to work remotely. This is primarily an onsite role.
- ▶ Occasional work out of ordinary hours, travel, etc.
- ▶ This position is based at the dedicated MPP facility at the Australian College of Optometry, the 'Participant Assessment Research Centre' (PARC), in Cardigan St Carlton. Some travel across the main University of Melbourne campus, Parkville precinct and surrounds may be required for stakeholder meetings.

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 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

www.psychologicalsciences.unimelb.edu.au

The Melbourne School of Psychological Sciences is one of six schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 19th in the world in the 2023 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of APS accredited undergraduate, graduate, professional, and research programs.

The School's teaching is underpinned by excellence in research across a range of fields, including cognitive and behavioural neuroscience, cognitive and mathematical psychology, social and personality psychology, and clinical science. Research links extend across 25 departments, centres and institutes within the Faculty of Medicine, Dentistry and Health Sciences, including The Melbourne Brain Centre, The Murdoch Children's Research Institute, ORYGEN Youth Research Centre, Austin Health, the Royal Melbourne Hospital, the Royal Children's Hospital, the Royal Women's Hospital, and St. Vincent's Hospital. Research links are also embedded in a broad range of other disciplines across the University including within the Faculties of the Victorian College of the Arts and Melbourne Conservatorium of Music, Science, Business and Economics, Education, Engineering, Law, and the Melbourne Business School.

The School is home to a vibrant community of >180 academic, teaching, research and professional staff, over 100 honorary staff, 150 tutors, and 120 PhD students. In 2023, there were over 6,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 200 students enrolled in the Graduate Diploma of Psychology, about 140 students enrolled in fourth year programs (B. A.(Hons), B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 130 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

MSPS staff are located at various sites across the University:

- Redmond Barry Building, Tin Alley - main location
- Complex Human Data Hub and Melbourne Centre for Contemplative Studies - Melbourne Connect, 700 Swanston St
- Melbourne Centre for Behaviour Change part located at 800 Swanston Street
- Melbourne Teaching Health Clinics – Cardigan St

- AEC Optometry – Px4
- Monash Rd - OPMEG

In addition, MSPS requires access to large teaching spaces across campus in particular for undergraduate classes – Faculty of Science, Art, Bio-Med.

5.2 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.

5.3 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>