



## POSITION DESCRIPTION

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

# CycLink Partnership Project Research Coordinator

<b>POSITION NO</b>	0063889
<b>CLASSIFICATION</b>	Level B
<b>SALARY</b>	\$119,231 - \$141,581 per annum (pro-rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.5 – 0.6 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term for 5 years (externally funded)
<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>	Dr Rachel Toovey Tel +61 422495370 Email <a href="mailto:r.toovey@unimelb.edu.au">r.toovey@unimelb.edu.au</a> (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](http://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 CycLink Partnership Project. The CycLink Partnership Project brings together partners across University, Sports, Disability, Allied Health 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 coordinate and direct implementation of the research and evaluation components of the CycLink Partnership Project which include a hybrid implementation-effectiveness trial across four sites in Victoria involving 100 young people with disability. This will involve ethics and governance, site set up including training of site staff, recruitment of study participants, data collection, supporting program implementation, data analysis, report and dissemination.

You will interact regularly with other CycLink Project staff, Chief Investigator 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**

Co-ordination of the CycLink Partnership Project including:

- Assist with development and administration staff training
- Assist with development of study materials
- Develop study databases
- Support collection of study data including follow up assessments and qualitative interviews, where needed
- Maintain integrity of study data
- Data analysis and interpretation
- Co-ordinate meetings of investigators
- Co-ordinate ethics and governance at study sites
- Provide effective supervision of research and graduate research students and research support staff involved in the project
- Lead or significantly 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

## 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 chief investigators and partners
- Occupational Health and Safety (OHS) responsibilities as outlined in section 4.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- PhD qualification in a related field
- Demonstrated experience in conduct of effectiveness and or implementation research studies
- Knowledge and experience working in paediatrics and/or disability fields
- A demonstrated ability to manage large research projects
- A developing national research profile, as evidenced by the production of research publications including literature searches, and drafting manuscripts, conference and seminar papers and contributing to grant applications.
- 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

- Experience with student and or staff supervision

### 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](http://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>