RESEARCH OFFICER (INJURY REHABILITATION)

DEPARTMENT/UNIT    School of Psychological Sciences

FACULTY/DIVISION    Faculty of Medicine Nursing and Health Sciences

CLASSIFICATION     HEW Level 5

WORK LOCATION      Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The Monash School of Psychological Sciences is ranked among the best in the world. Through excellence in teaching, research, and research training, our School’s vision is to discover the neurobiological and psychological basis of cognition, emotive and mental disorders across the lifespan and to develop innovative evidence-based clinical programs to address the major societal challenges posed by these disorders. Our education programs provide students with a strong foundation across a range of interdisciplinary fields of psychology, neurology, molecular genetics, statistics, and computational neuroscience. For more information about us and the work we do, please visit http://www.med.monash.edu.au/psych/.
Housed within the School of Psychological Sciences, the **Monash Institute of Cognitive and Clinical Neurosciences (MICCN)** is a world-leading institute dedicated to making significant contributions to basic and translational research, clinical care, and research training in neuroscience. Since its establishment in 2015, MICCN has brought together internationally renowned neuroscientists to develop integrated models of human disease that cover traumatic brain injury, post-traumatic stress disorder, neurodegeneration, mental health and neurodevelopmental disorders. The Institute represents the largest grouping of cognitive and clinical neuroscientists in Australia and Asia Pacific. To learn more, please visit [http://www.monash.edu/neuro-institute](http://www.monash.edu/neuro-institute).

The **Brain Injury and Rehabilitation Research Theme** within MICCN is closely aligned with the **Monash-Epworth Rehabilitation Research Centre** which conducts ethical, innovative and internationally competitive research investigating outcomes and the effectiveness of intervention programs for individuals with brain injury or other injury sustained as a result of trauma, with the ultimate aim of maximising their functional, psychological and social outcomes.

**POSITION PURPOSE**

The Research Officer provides a variety of high-quality research services to support the operations of an exciting new clinical research project titled “Development of a new health service delivery model for major trauma clients living in rural and remote Victoria”. Funded by the Transport Accident Commission, the aim of this study is to obtain a better understanding of the current capacity and capability of services delivered in rural and remote areas to support clients with major trauma to get their life back on track. The Research Officer supports the delivery of key project outcomes which include understanding current service needs of major trauma survivors across rural and remote Victoria; and identifying a range of evidence-informed service models and/or interventions to improve services within rural and remote areas. The Research Officer undertakes a range of activities including research administration, participant recruitment and data collection, data linkage, mapping of clinical services and research literature reviews, while ensuring a compliant and safe research environment.

The Research Officer operates with a focus on excellence in process and judgment and provision of sound and timely advice and support to the research team, participants and other stakeholders.

**Reporting Line:** The position reports to the Lead of the Stroke and Telehealth program, Brain Injury and Rehabilitation Theme, Monash Institute of Cognitive and Clinical Neurosciences under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including participant recruitment, administering questionnaires, data collection (including in rural areas), input and analysis, data linkage with external bodies, clinical service mapping (including geospatial mapping), and preparing results in accordance with established research objectives, timeframes and protocols

2. Keep abreast of developments, activities and protocols in areas of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars

3. Assist in preparing documentation reports and other documentation, including undertaking literature reviews and data analysis

4. Comply with established research methodology, policy, protocols, OHS and regulatory requirements

5. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
6. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Sound analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems

3. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

4. Demonstrated project administration skills with the ability to support research projects accordance with agreed standards and timeframes

5. Ability to work as an effective member of a team as well as independently under general supervision

6. Strong attention to detail and accuracy and an understanding of confidentiality, privacy and information handling principles

7. Well-developed communication skills, including the ability to draft a range of documentation

8. A high level of computer literacy, including demonstrated experience in data linkage with external bodies. Capacity to learn new software packages as required such as geospatial mapping software

9. Strong research literature review skills

10. Ability to engage with people with major physical and/or cognitive impairments

OTHER JOB RELATED INFORMATION

- Travel to rural Victorian regions will be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.