RESEARCH OFFICER

DEPARTMENT/UNIT  Turner Institute for Brain and Mental Health / School of Psychological Sciences

FACULTY/DIVISION  Faculty of Medicine Nursing and Health Sciences

CLASSIFICATION  HEW Level 5

DESIGNATED CAMPUS OR LOCATION  Epworth HealthCare, Richmond

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Faculty of Medicine, Nursing and Health Sciences is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked 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. By educating the current and future healthcare workforce, and undertaking medical research, both
discovery and clinical, our students, staff and alumni all work to directly improve people’s quality of life, reduce health inequality and promote greater health and social outcomes.

We’re globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We’re recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit [www.monash.edu/medicine](http://www.monash.edu/medicine).

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Monash School of Psychological Sciences** is ranked among the best in the world. Its mission is to develop students and research outcomes that will make significant contributions to improving the lives of others both locally and globally. The School will make significant and long-lasting impacts that change the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University’s unique research platforms and technology, we will sustain and build on Monash's position with world-class research and training in Psychology.

For more information about us and the work we do, please visit [www.monash.edu/medicine/psych](http://www.monash.edu/medicine/psych).

The **Turner Institute for Brain and Mental Health** is making a difference to the lives of vulnerable populations across Australia and beyond. Housed within the School of Psychological Sciences, the Turner is responding to the grand challenge of mental health by creating a world of mentally healthy communities. We take an inclusive, lifespan and community-based approach to empower all members of society to live well and productively, for longer.

We are the home to world-leading researchers and clinicians who have exceptional capabilities in both discovery science and translation. Our Turner Clinics represent our translational arm and provide psychological services to over 2000 clients across Victoria with a focus on trauma, sleep health, concussion, lifestyle interventions, neurorehabilitation and neurodevelopment. Over the next five years we aim to be the nation’s top Institute for preventative mental and brain health.

To learn more, please visit [www.monash.edu/turner-institute/research](http://www.monash.edu/turner-institute/research).

**POSITION PURPOSE**

The aim of the Monash-Epworth Rehabilitation Research Centre (MERRC) is to conduct ethical, innovative and internationally competitive research investigating outcomes and the effectiveness of intervention programs for individuals with brain injury or orthopaedic injury sustained as a result of trauma, with the ultimate aim of maximising their functional, psychological and social outcomes.

The Research Officer provides a variety of high-quality research services to support the operations of MERRC, the longitudinal head injury outcome study and other ongoing research projects. The key components of the work will involve clinical interview, cognitive assessment, and follow-up of patients with head injury and data entry. Writing grant applications, conducting literature reviews and systematic reviews and completing other research administrative tasks will also form part of the role. The successful applicant would be required to directly report to the centre director.

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

**Reporting Line:** The position reports to the centre director under general direction

**Supervisory Responsibilities:** Not applicable
KEY RESPONSIBILITIES

1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including scheduling bookings, administering experiments, treatments or questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols.

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

3. Assist in preparing reports and other documentation, including grant applications, 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.

7. Assist in follow-up of head injured patients both over the telephone and in person at MERRC or in the participant’s home.

8. Other duties as directed from time to time.

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 learning and adopting new software packages as required.

10. Demonstrated experience in writing and submitting grant applications

**OTHER JOB RELATED INFORMATION**

- This position will involve travel to various locations, some of which are not easily accessible via public transport
- 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

**GOVERNANCE**

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.