RESEARCH ASSISTANT – DEPARTMENT OF GENERAL PRACTICE

DEPARTMENT/UNIT General Practice, School of Primary and Allied Health Care

FACULTY/DIVISION Medicine, Nursing and Health Sciences

CLASSIFICATION Level A

WORK LOCATION Notting Hill

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 School of Primary and Allied Health Care (SPAHC) is a newly established school with an organisational hub at the Peninsula campus. The School aims to be Australia’s leading centre of primary and allied health care education and research, building on existing strengths in emergency medicine, physiotherapy and occupational therapy by integrating new research areas, including: rehabilitation, addiction and family violence. The SPAHC is a leader in primary and allied care research, teaching and service. The School provides high quality primary care programs at undergraduate and graduate entry levels, specialised professional graduate coursework programs and higher degrees by research. The School currently includes the Departments of General Practice, Community Emergency Health and Paramedic Practice, Occupational Therapy, Physiotherapy, Social Work and Medical Imaging and Radiation Sciences.

Modified date: March 2019
The School's Departments and Centres are situated across the Caulfield, Clayton, Peninsula and Notting Hill campuses. Planning is underway to bring two new Centres within the School: a Centre for Addiction Research and Recovery and an Integrated Rehabilitation Research Centre.

The Department of General Practice consists of over 30 staff and is involved in teaching in four out of five years of the undergraduate medical curriculum, graduate education of domestic and international students and general practice research.

Our mission is to provide leadership in the development, implementation and dissemination of general practice and primary health care research which informs policy and practice, and is linked to improved health outcomes for the Australian community. Our aim is to build research capacity by engaging general practitioners and allied health professionals working in the primary health care sector in research as either users of research, participants in research or as research leaders.

Advantageously positioned in the School of Primary and Allied Health Care at Monash University, we conduct multidisciplinary research together with our collaborators and strategic partners from other departments and faculties at Monash university, other universities and independent research institutes, Primary Health Networks, consumers and consumer groups, non-government organisations, industry, and government.

Our research encompasses both health services research and research into clinical issues and all our projects are underpinned by their relevance to general practice and primary health care. Further details may be found at: http://www.med.monash.edu.au/general-practice/research/.

**POSITION PURPOSE**

A Level A research-only academic is expected to contribute towards the research effort of the university and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

Join a dynamic primary care research team who are working to translate an innovative health services model from Canada to the South East Melbourne region. The “Pop-Up” intervention increases access to essential primary health care (PHC) by bringing together key PHC providers to an event in the community where people can be assessed and treatment provided onsite. This Medical Research Futures Fund (MRFF) funded project will bring together researchers, policy makers, community members, and community health care providers. We are looking for a highly motivated team member who is able to engage with external stakeholders, work alongside community organisations and play a major role in the evaluation of the “Pop-Ups”. The role will involve data collection in the field, liaising with stakeholders including our Canadian academic colleagues, and responsibility for data analysis.

**Reporting Line:** The position reports to Senior Lecturer, Department of General Practice

**Supervisory Responsibilities:** This position may provide direct supervision to several casual staff if required

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

Specific duties required of a Level A research-only academic may include:

1. The conduct of research under limited supervision either as a member of a team or, where appropriate, independently and the production or contribution to the production of conference and seminar papers and publications from that research

2. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise

3. Limited administrative functions primarily connected with the area of research of the academic

4. Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff
5. Occasional contributions to teaching in relation to their research project(s)
6. Experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures
7. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees
8. Advice within the field of the staff member’s research to postgraduate students

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   - An honours degree in the relevant discipline or have equivalent qualifications or research experience; or
   - an honours degree or higher qualifications in the relevant discipline and/or progress towards a doctorate in the relevant discipline; or
   - a doctoral qualifications in the relevant discipline or a closely related field

Knowledge and Skills
2. Demonstrated analytical and manuscript preparation skills
3. Ability to solve complex problems by using discretion, innovation and the exercise diagnostic skills and/or expertise
4. Well-developed planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
5. Excellent written communication and verbal communication skills with proven ability to produce clear, succinct reports and documents
6. A demonstrated awareness of the principles of confidentiality, privacy and information handling
7. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
8. Demonstrated computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate
9. High-level interpersonal skills with demonstrated ability to connect people, network, influence and engage with community sector stakeholders

OTHER JOB RELATED INFORMATION
- Travel to other campuses of the University may 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
- A current satisfactory Working With Children Check is required
- A current satisfactory Police Records Check is required

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.