



RESEARCH OFFICER

DEPARTMENT/UNIT	School of Psychological Sciences
FACULTY/DIVISION	Faculty of Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
WORK LOCATION	Epworth HealthCare, Richmond

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 www.monash.edu/medicine.

The **Monash School of Psychological Sciences** is ranked among the best in the world. Our School's mission is to develop students and research outcomes that make significant contributions to improving the lives of others globally. Our overarching vision is to make significant and long-lasting impact that changes 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, our mission is to sustain and build on Monash's position with world-class research and teaching in Psychology.

For more information about us and the work we do, please visit www.med.monash.edu.au/psych/.

Housed within the School of Psychological Sciences, the Turner Institute for Brain and Mental Health is a world-leading institute dedicated to making significant contributions to basic and translational research, clinical care,

and research training in brain and mental health. The Institute represents the largest grouping of cognitive and clinical neuroscientists in Australia and Asia Pacific.

To learn more, please visit www.monash.edu/turner-institute/research.

The **Brain Injury and Rehabilitation Research Theme** within the Turner Institute is closely aligned with the **Monash-Epworth Rehabilitation Research Centre (MERRC)**, 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 primary purpose of the position would be to provide support for ongoing research projects within the research unit. 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 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.

Reporting Line: The position reports to the Professor of Neuropsychology under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary 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 questionnaires, conducting neuropsychological assessments, 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 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 Psychology with Masters equivalent at a minimum; or
 - substantial relevant skills and work experience, particularly with administering neuropsychological tests

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 direction
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
9. Assist in follow up of head injured patients both over the telephone and in person at the research unit or the participant's home

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- This position will require a successful National Police Record check
- 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
- Possession of a current Victorian drivers licence is necessary for conducting home visits with research participants

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.