RESEARCH OFFICER

DEPARTMENT/UNIT        Institute for Safety, Compensation and Recovery Research

FACULTY/DIVISION       Office of the Vice-Provost (Research)

CLASSIFICATION        HEW Level 7

WORK LOCATION          553 St Kilda Rd Melbourne or ISCRR's Geelong Office (1 Malop St, Geelong)

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](http://www.monash.edu).

The Provost and Senior Vice-President is the Chief Academic Officer of the University and is responsible for: setting the University’s academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The Vice-Provost (Research) makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University’s research performance; ensuring responsible research practice, integrity and compliance with the Australian Code for the Responsible Conduct of Research; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The Institute for Safety Compensation and Recovery Research (ISCRR) was established in 2009 and is a collaboration between Monash University and WorkSafe Victoria (WorkSafe). WorkSafe is the state’s regulator of workplace health and safety and workers’ compensation system. ISCRR is a multi-disciplinary research and knowledge translation institute that has developed an innovative collaborative research model, which seeks to create knowledge and influence thinking so that people can lead healthier lives. ISCRR conducts and facilitates research that supports WorkSafe to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.
POSITION PURPOSE

The Research Officer is an important role within ISCRR’s Research team and is responsible for managing and conducting research projects that incorporate a range of methodologies including qualitative research, evidence reviews and evaluations. Together this work informs our Environmental scans and evaluations, which aim to provide a snapshot of the current and emerging practice trends of relevance to our sector, and Evidence Reviews, to capture important contextual information to inform strategic and policy decision making.

The Research Officer operates with excellence and expertise to deliver high-quality research and associated outputs that are tailored to the end-user and will support the adoption and impact of our research.

Reporting Line: The position reports to the Research Lead under broad direction.

Supervisory Responsibilities: Not applicable

Financial Delegation Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Conduct and coordinate all stages of ISCRR research projects from development to final delivery, including project planning, designing methodology, conducting research activities (qualitative, grey literature reviews, evaluations and evidence reviews), analysing findings, interpreting and disseminating via ISCRR’s research translation approaches to our funding partners

2. Manage research projects to ensure successful implementation and delivery on time, budget and in line with project milestones and outcomes

3. Identify key insights and trends from a range of data sources in relation to broad policy, practices and systems that are relevant to WorkSafe, and provide specialist guidance and advice on these trends to key internal and external stakeholders

4. Prepare clear, concise and high-quality reports, presentations and other related outputs that are tailored to the target audience, and effectively communicate complex scientific and related information to lay audiences utilising ISCRR’s research translation approaches

5. Report on progress and performance indicators as required

6. Manage engagement with key external stakeholders, including strengthening our networks of stakeholders to engage through our environmental scanning program

7. Provide expert and technical advice and recommendations to the design and implementation of initiatives and methodology for enhancing ISCRR’s research program, taking a continuous improvement approach

8. Maintain up to date technical knowledge of new and emerging methods for qualitative research, evaluation, grey literature searching and evidence reviews, and apply these to ISCRR in collaboration with the Research team

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - a degree qualification in epidemiology, health sciences, nursing, pharmacology, public policy or a health-related discipline with extensive relevant experience; or
   - an equivalent combination of relevant experience and/or education/training
Knowledge and Skills

2. Experience in qualitative research and evaluations, including evaluation design, key informant interviews and thematic analysis

3. Extensive experience in undertaking literature reviews, including intelligence gathering and systematic searching of information from industry, a broad range of academic and non-academic literature, websites and other database sources

4. Strong analytical skills and an ability to critique diverse information and published scientific and non-scientific materials

5. Demonstrable project management skills with a proven record of successfully managing projects from scope development through to completion, in accordance with agreed processes, timeframes and budgets

6. Advanced writing skills with an ability to prepare clear, concise and engaging research outputs including reports, summaries, presentations and related documents and effectively communicate complex information to lay audiences

7. Strong interpersonal and relationship management skills with an ability to communicate and build lasting relationships with a broad range of stakeholders from academia, government and industry

8. Ability to work autonomously with an outcome-focused approach, including good time management skills to coordinate multiple projects and related, competing tasks and allocate own resources

OTHER JOB RELATED INFORMATION

- This position can be based in either the Institute’s Melbourne or Geelong office but travel to the other office will also be required and can be negotiated
- Travel to other Victorian campuses of the University will be required from time to time
- 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.