RESEARCH OFFICER

DEPARTMENT/UNIT
Health Services, School of Public Health and Preventive Medicine

FACULTY/DIVISION
Faculty of Medicine, Nursing and Health Sciences

CLASSIFICATION
HEW Level 6

WORK LOCATION
553 St Kilda Road, Melbourne

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.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our faculty.
POSITION PURPOSE

The Research Officer provides a variety of high-quality research services to support the operations of the Insurance Work and Health Group within the School of Public Health and Preventive Medicine. The Research Officer performs a range of complex research activities that play a critical role in supporting the delivery of the Coal Services Health and Safety Trust research program outcomes, which involves describing the health service use and return to work of injured/ill coal miners. This includes undertaking a literature review, data acquisition and analysis, planning and scheduling Advisory Group meetings, and research administration, while ensuring a compliant and safe research environment.

The Research Officer works closely with the research team (Dr Shannon Gray, Dr Ting Xia, Prof Alex Collie) to understand the research requirements and operates with excellence in process and judgement to provide efficient research services in accordance with research protocols and standards.

Reporting Line: The position reports to Research Fellow, Health Services

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and coordinate a range of research and administrative tasks including providing research support services, scheduling meetings, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols
2. Provide supervision, training and guidance to staff where applicable, including overseeing compliance with technical or research standards and protocols
3. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars
4. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders
5. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements and take steps to identify and minimise OHS risks where appropriate
6. Actively participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
7. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training
KNOWLEDGE AND SKILLS

2. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems

3. Experience in conducting and reporting on literature reviews

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

5. Excellent project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes

6. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

7. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required

8. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders (academic, industry, Government) and negotiate positive outcomes to complex issues

9. Experience with advanced technologies including equipment and software (Stata and R is preferable), and demonstrated ability to quickly adapt to and learn new systems

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University or interstate to meet with project partners 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

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.