At Monash, work feels different. There’s a sense of belonging, from contributing to something ground-breaking – 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 are 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.

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.med.monash.edu.au/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

### POSITION PURPOSE

The Research Officer will play a key role in providing operational support to the Applied Sleep and Circadian Neuroscience laboratory. This position will perform a range of research activities to support the delivery of a research program aimed at understanding how sleep contributes to dementia risk through the clearance of brain toxins.

The Research Officer will engage in a diverse range of research studies involving the examination of sleep in older adults, employing a combination of laboratory and in-home approaches. Responsibilities include overseeing the recruitment and screening of research participants, administering neuropsychological tests, conducting overnight sleep studies utilizing polysomnography, coordinating activities with other research staff and students, developing operational procedures, managing data, conducting data cleaning and analysis, and handling general research administration. The role also includes ensuring a compliant and safe research environment throughout these multifaceted research activities.

The Research Officer operates with a focus on excellence in process and judgment and provision of sound and timely advice and support to the research team, research participants, funding bodies and other stakeholders.

**Reporting Line:** The position reports to the Research Fellow under general direction

**Supervisory Responsibilities:** Not applicable
**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

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**KEY RESPONSIBILITIES**

1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including recruitment and screening of research participants and scheduling bookings, administering neuropsychological tests, and conducting overnight sleep studies utilising polysomnography, overseeing data integrity and management of research database in accordance with established research objectives, timeframes and protocols.

2. Assist in preparing reports and other documentation, including undertaking literature reviews and data analysis.

3. Comply with established research methodology, policy, protocols, OHS and regulatory requirements.

4. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards.

5. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives.

6. Other duties as directed from time to time.

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**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A tertiary qualification in psychology or other relevant fields, with relevant work-related experience.

**Knowledge and Skills**

2. Demonstrated experience working on research studies, including participant recruitment and data collection, ethics applications and data management.

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 written and verbal communication skills, including the ability to draft a range of documentation.

8. A high level of computer literacy, including demonstrated experience in software such as Excel, SPSS, and Redcap.

9. Knowledge of sleep and circadian science and experience in application of polysomnography.

10. Experience in administration of neuropsychological tests.
OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- Some shift work, including evenings and night shifts will 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

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.