



# Senior Research Fellow

<b>Department/Unit</b>	Eastern Health Clinical School
<b>Faculty/Division</b>	Medicine, Nursing and Midwifery
<b>Classification</b>	Level C
<b>Work location</b>	Box Hill Campus
<b>Date document created or updated</b>	30 August 2017

## Organisational context

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at [www.monash.edu](http://www.monash.edu)

**The Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World class researchers work across disciplines including laboratory based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/)

**Eastern Health Clinical School (EHCS)** is one of three Australian metropolitan clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS represents the University's presence in the rapidly-growing area of urban and outer eastern Melbourne. Our four Directorates are:

**Medical Student Programs:** The Office of Medical Student Programs in the EHCS is located at Box Hill Hospital, with activity at all Eastern Health clinical sites. Currently the Office of Medical Student Programs oversees the delivery of medical student teaching at all Eastern Health sites for students from Monash University and Deakin University

**Eastern Clinical Research Unit (ECRU):** ECRU is part of Monash University EHCS and is the mechanism by which Eastern Health undertakes its clinical trials. ECRU conducts clinical trials across a range of disciplines

**Research and Higher Education:** This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and

the academic community and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs. These programs are focussed on prostate cancer, renal medicine, vascular medicine and gastroenterology, with capacity to expand into other areas

Turning Point Alcohol and Drug Centre: This state-wide service in Victoria is part of Eastern Health and formally affiliated with Monash University, EHCS

For more information about us and the work we do, please visit [www.med.monash.edu.au/ehcs/](http://www.med.monash.edu.au/ehcs/)

## Position purpose

As part of this role, the Senior Research Fellow will be responsible for providing timely and high quality statistical support to clinical researchers and students in Eastern Health Clinical School as well as leading the development of research collaborations and the conduct of research across the School. Consideration will be given to suitable applicants with primary clinical or academic interests in other fields, if they are able to meet the biostatistics support requirements of this position

**Reporting Line:** The position reports to the Head of Department for education and research program responsibilities and outcomes, through the relevant performance manager

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide timely and high quality statistical support to clinical researchers and students in Eastern Health Clinical School
2. Provide appropriate administrative support and advice for the research projects, including the maintenance and use of electronic and paper based information systems, data bases, websites and records
3. Undertake collaborative research, including input into study design, grant applications, and preparation of manuscripts
4. Attend research meetings and provide timely and accurate input to the investigator to assist with preparation of project reports as required
5. Assist in the preparation of manuscripts for journal articles, research grant proposals, grant applications, research and conference papers requiring the conducting of literature reviews and/or analysis of data
6. Participate in professional activities including, subject to availability of funds, attendance at conferences and seminars in
7. Participate as a research higher degree supervisor, or milestone panel member, as appropriate
8. Contribute to the teaching program of the School
9. Establish and maintain sound working relationships with investigators, colleagues, national and international collaborators, whilst upholding and promoting the department's image through high professional standards in all contacts demonstrating an understanding of personal and professional accountability
10. Adhere to the School's and project-specific protocols as well as other regulatory requirements to ensure project standards are maintained

## **Key selection criteria**

### **Essential criteria**

1. The appointee will have:
  - a PhD in Biostatistics or Statistics from a recognised university or equivalent qualifications and subsequent research experience in the area
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

1. Evidence of strong research resultant in publications, conference papers, reports or professional or technical contributions resultant in evidence of research ability and grand funding
2. High level organisational skills, with demonstrated capacity to establish and achieve goals with the ability to prioritise multiple tasks and set and meet deadlines
3. Sound knowledge of the ethical requirements for the conduct of clinical research and the TGA Code of Good Clinical Practice
4. A demonstrated capacity to work in a collegiate and cooperative manner with other staff in the workplace while also working independently and with initiative
5. Excellent written communication and verbal communication skills with proven ability to analyse complex information effectively and produce clear, succinct reports and documents
6. Well-developed computer literacy and proficiency in the production of high level work using software such as Microsoft Office, Endnote and SPSS, with the capability and willingness to learn new packages as appropriate;
7. A demonstrated awareness of the principles of confidentiality, privacy and information handling

## **Other job related information**

- Travel (e.g. to other campuses of the university) may be required
- There may be peak periods of work during which the taking of leave may be restricted

## **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.