

POSITION DESCRIPTION



POSITION INFORMATION

POSITION TITLE:	Research Assistant
WORK AREA POSITION CODE:	13314
FUNCTIONAL UNIT:	The Mary MacKillop Institute for Health Research – The NHMRC Centre of Research Excellence to Reduce Inequality in Heart Disease
ORGANISATIONAL UNIT:	Faculty of Health Sciences
CAMPUS/LOCATION:	Melbourne (St Patrick's) campus
NOMINATED SUPERVISOR (TITLE):	CRE Postdoctoral Research Fellow, The Mary MacKillop Institute for Health Research
CLASSIFICATION:	HEW Level 5
EMPLOYMENT TYPE:	Full-time, Fixed term (12 months) A period of probation may be attached to this position.
REMUNERATION & BENEFITS:	A wide range of benefits are provided to staff. These include generous leave options; flexible working arrangements; comprehensive professional development programs; salary packaging benefits as a rebateable employer; reward and recognition programs and a range of wellbeing options.
SUPERANNUATION:	The University will contribute an amount equivalent to 9.5% or 17% of gross annual salary to superannuation dependent on salary level, length of appointment or age.
DATE DEVELOPED/ REVIEWED:	August 2016

AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement:

Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is, Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education and, the Common Good and Social Justice.

In the recent 2015 Excellence in Research for Australia (ERA) assessment, ACU received the top score of five 'well above world standard' in Human Movement and Sports Science, Nursing, Public Health and Health Services and Psychology.

ACU has over 2,000 staff supporting more than 30,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer
- Deputy Vice-Chancellor Research
- Deputy Vice-Chancellor Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate-Vice-Chancellors or Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH

The Mary MacKillop Institute for Health Research aims to identify critical gaps within community and healthcare services, with an explicit goal to improve health outcomes (with a particular focus on vulnerable groups) via innovative individual, community and health service-focused programs.

To bring about meaningful changes in health services for people in Australia and around the world, The MacKillop brings ACU researchers together with national and international experts. Through collaboration and a multidisciplinary approach, The MacKillop conducts innovative research with a broad reach and real impact. This research ranges from projects to reduce health inequality due to socio-economic disadvantage to evaluations of the drivers of disease.

ACU provides The MacKillop with world-class research infrastructure that facilitates large-scale research studies. The research environment is outstanding in terms of resources (world-class research facilities, infrastructure support, research support staff with experience in collecting data for large-scale projects, and secondary databases), intellectual capital (critical mass of world-class researchers, postdoctoral researchers, international visiting scholars and collaborators, and external linkages), and research mentoring and PhD supervision.

www.mmih.acu.edu.au



THE NHMRC CENTRE OF RESEARCH EXCELLENCE (CRE) TO REDUCE INEQUALITY IN HEART DISEASE

Operating within the Institute, the NHMRC CRE to Reduce Inequality in Heart Disease has four research streams that reflect the challenge of ensuring 'equal hearts for all' in these disadvantaged groups. The research aims to reduce this inequality by focusing on the full scope of heart disease, from primary prevention to chronic disease management of those already affected.

POSITION PURPOSE

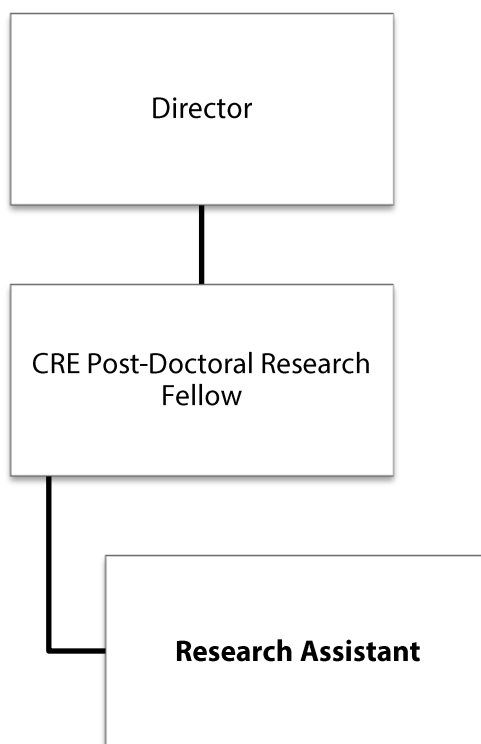
To provide research skills and support for a variety of projects, events, grants and tenders to facilitate the efficient operation of the Centre of Research Excellence (CRE) to Reduce Inequality in Heart Disease, Mary MacKillop Institute for Health Research.

KEY RESPONSIBILITIES AND CONTRIBUTION

Scope of Contribution within the University 	Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
 Position Responsibilities				
Assist in management and coordination of collaborative industry partnered research projects, progressing workflows as necessary to meet set deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Support the conduct of research both autonomously and as part of a team to produce conference and seminar papers and publications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage in research activities including those with senior colleagues and where appropriate manage and analyse large scale datasets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prepare research proposal submissions and actively identify and seek funding from external bodies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contribute to the Faculty's research activity and national profile by: <ul style="list-style-type: none"> – monitoring of research outputs for Government collation; – managing Endnote libraries, including tracking of citations; and – assisting with the development of periodic research reports to relevant stakeholders. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop and maintain administrative systems and support in achieving outcomes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liaise and collaborate with members of the research group and key external stakeholders in order to obtain information and/or provide a service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REPORTING RELATIONSHIPS



Australian Catholic University

For further information about structure of the University refer to the [organisation chart](#).

SKILLS, KNOWLEDGE AND EXPERIENCE (SELECTION CRITERIA)

Essential

1. Completion of a relevant health related degree; or an equivalent combination of relevant experience and/or education/training in cardiovascular related health research.
2. Advanced skills in Microsoft Word, Excel and PowerPoint.
3. Experience in using multi and univariate statistical analysis.
4. Demonstrated high level written and oral skills, including the ability to liaise in a highly professional manner with all levels of staff and external agencies.
5. Demonstrated planning and organisational skills, with the ability to simultaneously manage a number of events/projects, achieve required outcomes and meet deadlines in a high pressure environment.
6. Demonstrated skills in problem solving and seeking effective outcomes to meet a business requirement.
7. Demonstrate an awareness of the University's Mission and Catholic ethos and demonstrate an understanding of how this role serves the Mission.
8. Demonstrate commitment to cultural diversity and ethical practice principles, and demonstrate knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
9. Demonstrate a commitment to working in an environment of performance excellence, guided by ACU's [Service Principles](#).

Desirable

1. Experience in research application of multivariate statistics using SPSS (e.g. multiple and logistic regression and factor analysis) and working with large-sets with longitudinal data.
2. Experience undertaking systematic reviews.