



POSITION DESCRIPTION

Centre for Epidemiology and Biostatistics, Melbourne School of Population and
Global Health
Faculty of Medicine, Dentistry and Health Sciences

Research Liaison and Coordinator, Twins Research Australia

POSITION NO	0043198
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (or negotiable)
BASIS OF EMPLOYMENT	Position available to 30 June 2018 Fixed term contract type: Externally funded
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Jenny Boadle Tel +61 3 8344 0904 Email jboadle@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Twins Research Australia (formerly known as the Australian Twin Registry) was established in the late 1970s as a national volunteer registry of Australian twin pairs of all zygosity types and ages who are willing to consider involvement in health and medical research studies.

TRA is funded by an NHMRC Centre of Research Excellence award and provides researchers with access to an established infrastructure and a network of scientists and administrative staff who are experienced in twin research.

The TRA's core functions are:

- We foster the participation of twins in research and support their wellbeing.
- We undertake twin research and build research capacity and capability
- We enable researchers to access the unique benefits that twins are able to offer to research
- We maintain an up-to-date database containing contact details and baseline information for twin members willing to participate in research studies
- We also seek to improve the lives of multiple-birth families by undertaking research of particular relevance to them, providing evidence-based resources, and advocating on their behalf.

The Research Liaison and Coordinator will be responsible for the day-to-day coordination and administrative operations of all studies managed by Twins Research Australia (TRA). The appointee will be part of a strong and cohesive team delivering services to the research and twin community and will report to the Manager of TRA. Responsibilities are varied and include liaising with prospective researchers, coordination of applications and reviews of potential projects, daily management of the recruitment of twins to research projects conducted through TRA, and communications with key stakeholders. The appointee is expected to undertake a number of concurrent activities. Excellent organisational and time-management skills are essential to the success of this position.

1. Key Responsibilities

1.1 RESEARCH DEVELOPMENT AND RECRUITMENT MANAGEMENT

- ▶ Provide a first point of contact for researchers to develop study recruitment plans.
- ▶ Support and liaise with internal and external researchers applying to utilise project datasets or recruit new participants, ensuring protocol, compliance and wording is of appropriate standard.
- ▶ Oversee all aspects of service delivery to the research community including processing study applications, study recruitment, study data management and study cost management.
- ▶ Co-ordinate and oversee the approach to appropriate TRA members inviting their participation in particular research projects and prepare data summaries for Researchers on request.

1.2 DATABASE SUPPORT

- ▶ Liaise with the Centre Database Manager regarding development of appropriate modifications to the Registry database to meet researcher's needs.
- ▶ Create and maintain accurate and detailed records for all studies

1.3 ADMINISTRATIVE SUPPORT

- ▶ Ensure appropriate administrative systems, records management processes and security is in place for the recording, storage, archiving and retrieval of records for TRA, within University guidelines.

- ▶ Foster positive relationships with key external stakeholders
- ▶ Manage email and telephone enquiries from medical and scientific researchers, professional bodies, the media, Registry members and their families, and the general public.

1.4 COMMUNICATION SUPPORT

- ▶ Manage and maintain the communication pathways with twin and research communities via website, social media sites and quarterly Twin e-news and Research e-news.
- ▶ Assist in the organisation of events such as research workshops including assistance in preparing materials for display or presentation.
- ▶ Undertake basic financial transactions related to current projects
- ▶ Supervise, and where required train, casual staff employed to assist with phone calls for new registrations, study requests and the general maintenance of membership details on the database.
- ▶ Undertake other duties as directed by the Manager or Director.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A relevant tertiary qualification with relevant administrative and/or project experience
- ▶ Previous experience in supporting research development
- ▶ Demonstrated skills in successful and effective project management including ability to plan, implement, document, deliver and evaluate projects.
- ▶ Experience liaising and working with the science and research sector.
- ▶ Effective time management skills.
- ▶ Well-developed organisational skills and flexibility in handling a wide range of demands, with the ability to pay attention to detail.
- ▶ Excellent interpersonal, written and verbal communication skills including the ability to work with people at all levels in the science and research sector, media, university and community.
- ▶ Able to work collaboratively and flexibly, in a team and independently.
- ▶ High level of computer literacy with Microsoft Office software, including Access
- ▶ Extensive experience in working with databases.

2.2 DESIRABLE

- ▶ Previous relevant experience in a tertiary institution.
- ▶ Previous experience in working with online survey tools.
- ▶ Previous experience with website maintenance
- ▶ Experience in the supervision of staff.
- ▶ Knowledge of ethical conduct in human research.

2.3 SPECIAL REQUIREMENTS

Occasional requirements for weekend or out-of-hours work in relation to promotional and stakeholder activities.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position reports to the Manager and operates under general direction as part of the TRA team to achieve the TRA's goals. The position is expected to exercise a high degree of independence in prioritising daily tasks and co-coordinating activities within the ambit of the key responsibilities within standard policy and procedure.

The Twins Research Australia Research Liaison and Coordinator is responsible for the supervision of other casual administrative staff associated with TRA.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Research Liaison and Coordinator is responsible for ensuring appropriate administrative systems and processes are in place to support TRA. The position requires the ability to provide advice to members, researchers and the public on policy and procedures associated with the TRA and the University. The position is responsible for ensuring compliance with the TRA protocol.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

High-level computer skills are essential, in particular use of the Microsoft Office suite of programs. The Registry's database operates using MS Access and the University has several systems for financial, human resource and research-related administration. The provision of high quality advice on procedures and policies in the areas of this position requires the occupant to maintain a comprehensive and up-to-date knowledge of relevant Government, University and Faculty legislation, policies and procedures. In conjunction with the acquisition of specialised organisational knowledge, the incumbent will demonstrate the ability to analyse and solve problems, research issues, and propose recommendations.

3.4 BREADTH OF THE POSITION

The occupant covers a range of tasks and is expected to perform these tasks with a high level of accuracy and timeliness, underpinned by a professional and quality service ethos within existing University and Faculty guidelines.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all

forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

CENTRE FOR EPIDEMIOLOGY AND BIOSTATISTICS

The Centre for Epidemiology and Biostatistics is one of 4 Centres and an Institute that comprise the Melbourne School of Population and Global Health.

Our Centre's units include:

- i) Allergy and Lung Health
- ii) Twins Research Australia, formerly known as the Australian Twin Registry
- iii) Biostatistics
- iv) Breast Cancer
- v) Colorectal Cancer
- vi) High Dimensional Analytics
- vii) Male Health
- viii) Modelling and Simulation
- ix) Sexual Health
- x) Neuroepidemiology

xi) Teaching and Learning

The Centre for Epidemiology and Biostatistics is at the forefront of a preventative health revolution. Big data, changing infectious diseases patterns and multi-disciplinary collaborations are transforming the ways public health disciplines are researched and taught. Our Centre aims to be a leader in this evolving environment.

Epidemiology and biostatistics provide solutions to global public health challenges that demand multi-disciplinary responses. Our Centre's approach to research, teaching, and research training reflects this reality. We combine deep expertise with a broad range and reach – through our nine units, and our active links to other renowned institutions. This ensures our researchers and graduates are ready to contribute to preventing and alleviating the world's common, debilitating and burdensome health issues.

Further information about the Centre is available at <http://mspgh.unimelb.edu.au/centres-institutes/centre-for-epidemiology-and-biostatistics>

6.2 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Approximately 300 academic and professional staff work across the School and its partner agencies. The School's total budget is in excess of \$50m. There are approximately 120 higher degree research students (predominantly PhD).

The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres, one Institute and two partnership units:

CENTRES

- Centre for Health Equity (CHE)
- Centre for Health Policy (CHE)
- Centre for Epidemiology and Biostatistics (CEB)
- Centre for Mental Health (CMH)

INSTITUTES

The Nossal Institute for Global Health (NIGH)

PARTNERSHIP UNITS

- Vaccine and Immunisation Research Group (VIRGo)
- Global Burden of Disease Group

Further information about the School is available at <http://mspgh.unimelb.edu.au/>

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have

the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>