



POSITION DESCRIPTION

Melbourne Conservatorium of Music
Faculty of VCA and MCM

Research Fellow

POSITION NO	0040308
CLASSIFICATION	Research Fellow Grade 1
SALARY	\$69,148* - \$93,830 p.a. (PhD entry Level A.6 \$87,415 p.a.) (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed term for 1 year
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	Dr Jeanette Tamplin Tel +61 3 8344 3003 Email jeanette.tamplin@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

The Research Fellow will be part of a team of researchers working on a project funded by the National Health and Medical Research Council and the Australian Research Council. The Remini-Sing project is a randomized controlled trial examining the clinical effects and cost effectiveness of therapeutic choir participation targeting relationship quality and wellbeing for community-dwelling people with dementia and their family caregivers.

Outcomes of the project will include:

- 1) The generation of new knowledge and evidence for accessible and cost-effective music interventions to support community-dwelling people with dementia and their family caregivers,
- 2) The development of new ways to support a sustained and fulfilling relationship between the person with dementia and their primary caregiver through music interventions,
- 3) Alleviating psychosocial and emotional difficulties that are commonly experienced by people with dementia and their caregivers,
- 4) Supporting people with dementia and their caregivers to remain together in the family home for as long as possible.

The incumbent will be responsible for managing the clinical trial under guidance from the research team. The incumbent will report to Chief Investigator Dr Jeanette Tamplin at the Melbourne Conservatorium of Music.

1. Key Responsibilities

1.1 RESEARCH SUPPORT

- ▶ Monitor research project against milestones and for potential recruitment conflicts, track participant recruitment rates
- ▶ Monitor, schedule and conduct or coordinate assessment sessions
- ▶ Input data into REDCap database
- ▶ Manage the team of research assistants and project facilitators.
- ▶ Contribute to the preparation of manuscripts for publication in peer reviewed journals as required
- ▶ Contribute to the preparation of material for conference and seminars related to the project as required
- ▶ Prepare and collate reports from various databases relating to publications, grants, recruitment targets and research monitoring as required
- ▶ Assist in the management of the University of Melbourne reporting requirements for publications and other research matters

1.2 RESEARCH ADMINISTRATION SUPPORT

- ▶ Prepare, collate and distribute the agenda, minutes and other documents for the research group
- ▶ Coordinate the archiving of data; ensuring all data required is entered into the database
- ▶ Assist in the preparation of documents for Human Research Ethics Committee(s)

1.3 PARTICIPANT RECRUITMENT

- ▶ Actively assist in recruiting participants for the study
- ▶ Liaise with stakeholders across sites re-recruitment
- ▶ Screen participants for study suitability and enrol eligible participants
- ▶ Liaise with research assistant(s) when appropriate to organise data collection schedule for participants and research assistant(s)
- ▶ Book rooms for data collection sessions when needed

1.4 PROFESSIONAL PRACTICE AND ENGAGEMENT

- ▶ Contribute to the advancement of music therapy research and pedagogy in the community through active involvement, including contributions to journals and other relevant publications
- ▶ Communicate professional skills, knowledge and expertise to the wider community
- ▶ Work closely with the community and the profession, initiate interactions and provide leadership to peers, professional organisations, and industry in relevant areas.
- ▶ Develop programs based on the work of the MCM and University, which support knowledge transfer.

1.5 LEADERSHIP AND SERVICE

- ▶ Membership of and contributions to committee work within the MCM and Faculty as required
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualification in music therapy or similar
- ▶ Experience in working with people with significant emotional, cognitive, or physical impairments.
- ▶ Demonstrated experience managing clinical trials including managing participant recruitment, ethical processes, coordinating intervention delivery and reporting to team
- ▶ Sound written and communication skills including the ability to communicate with a range of stakeholders
- ▶ Demonstrated ability to work independently, as well as collaboratively in a team to achieve goals and meet deadlines
- ▶ Demonstrated ability to maintain confidentiality

2.2 DESIRABLE

- ▶ Previous experience working on music therapy research projects
- ▶ Previous experience working in contexts with people living with dementia
- ▶ Demonstrated experience administering psychometric measures

- ▶ Experience in analysing quantitative and/or qualitative research data
- ▶ Basic skills in statistics and data management

3. Special Requirements

- ▶ Registered music therapy practitioner with The Australian Music Therapy Association (if possessing a music therapy qualification)
- ▶ Victorian Police Check
- ▶ Victorian Driver's Licence

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/people/community/responsibilities-of-personnel>

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

6. Other Information

6.1 THE MELBOURNE CONSERVATORIUM OF MUSIC

<http://mcm.unimelb.edu.au/>

The MCM has over 900 full time equivalent students and is the largest Conservatorium in Australia. In April 2009 the former Faculty of Music and School of Music within the former Faculty of the VCA became a single music school within the Faculty of the VCA and MCM. The new Conservatorium has a clear vision for international excellence in music training, scholarship and research. It is the most comprehensive music institution in Australia, building on the distinctive strengths of the music programs offered by the former music schools across western and non-western music performance, musicology and ethnomusicology, music therapy, music performance teaching, composition, conducting, and opera.

The Conservatorium is also the most highly endowed in Australia with a large number of bequests and scholarships that attract and support many of Australia's finest young musicians. It operates across two campuses: the main university Parkville campus and the arts precinct at Southbank, both adjacent to the city centre and a comfortable distance for each other via public transport.

The Conservatorium is committed to being a centre of creative and scholarly excellence that is recognised internationally for its innovation and the quality of its outputs in music performance, research, teaching and community outreach. This commitment forms the foundation of its work.

6.2 FACULTY OF VCA AND MCM

<http://vca-mcm.unimelb.edu.au/>

6.3 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>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

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>