



## POSITION DESCRIPTION

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

### RESEARCH ASSISTANT: WEB-BASED MS INTERVENTION STUDY

<b>POSITION NO</b>	0043205
<b>CLASSIFICATION</b>	Research Assistant, Level A
<b>WORK FOCUS CATEGORY</b>	Research Focused
<b>SALARY</b>	\$69,148 - \$93,830 p.a. pro rata
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part Time (0.4 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed Term position available to 30 May 2018 Fixed term contract type: Externally funded
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor George Jelinek Tel +61 3 8344 2173 <a href="mailto:g.jelinek@unimelb.edu.au">g.jelinek@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Neuroepidemiology Unit (NEU), established in July 2015 conducts a number of studies related to primary and secondary prevention of multiple sclerosis (MS). The NEU is led by Professor George Jelinek, in collaboration with others who collectively form the Scientific Advisory Group. It is funded currently by philanthropic donations and competitive grant funding.

Current studies include longitudinal observational surveys, qualitative studies and evaluation of health promotion. We have recently obtained funding for the WELLMS study, to design a web-based intervention of lifestyle-based secondary and tertiary preventive measures, which will eventually be tested in a pilot trial, and a randomised controlled trial.

This position represents an exciting opportunity to join a dynamic research team in the Neuroepidemiology Unit, Centre for Epidemiology and Biostatistics, and to assist in developing and designing an online health promotion tool. You will have experience in undertaking literature reviews, writing reports, liaising with stakeholders and will have a keen interest to start a PhD. There is a desire for this project to transition into a PhD project so you must be eligible to apply for a scholarship and start a PhD at the University of Melbourne in 2018 (funding permitted). You will be expected to be organised, reliable and work with direct supervision from the study investigators. An interest or experience in health promotion, online interventions, or MS is desirable.

The appointee will report through Dr Claudia Marck (NHMRC Research Fellow) to the Professor and Head of Neuroepidemiology Unit, Centre for Epidemiology and Biostatistics and be based in the Melbourne School of Population and Global Health. Other members of the project group are Dr Adrienne O'Neil (Senior Research Fellow & Heart Foundation Future Leader Fellow, Centre for Mental Health), and Dr Greg Wadley (Computing and Information Services).

## ***1. Key Responsibilities***

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Review and report on relevant literature regarding online interventions or lifestyle interventions in MS and other chronic disease
- ▶ Assist with preparing research proposal submissions to external funding bodies.
- ▶ Assist with preparing for the design of a web-based intervention tool, in collaboration with a web-designer or other relevant personal
- ▶ Undertake data analysis and contribute to publications and academic papers
- ▶ Steady development of an academic research profile in the area of neuroepidemiology.
- ▶ Active participation in the communication and dissemination of research where appropriate.

### **1.2 LEADERSHIP AND SERVICE**

- ▶ Actively participate at School and/or Faculty meetings and with guidance, contribute to planning activities or committee work to support capacity-building in the School/discipline.
- ▶ Identify sources of funding to support individual or collaborative projects, relating to research and engagement practice in the discipline.
- ▶ Attend to administrative functions primarily connected with the staff member's area of research and for the research group.

- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Actively participate in the communication and dissemination of research.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ 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**

- ▶ Minimum bachelor's degree with honours in public health, behavioural, social sciences, or related discipline.
- ▶ Evidence of ability and desire to build an academic career trajectory.
- ▶ Eligibility to undertake a PhD at the University of Melbourne (four-year Bachelor degree, or its equivalent, in a relevant discipline, which includes a substantial research component equivalent to at least 25% of one year of full-time study, with a minimum overall average grade equivalent to an H1 (80%)).
- ▶ Demonstrated ability to collect and collate information accurately and reliably and maintain accurate research records.
- ▶ Sound written and verbal communication skills, including the ability to communicate with a range of stakeholders.
- ▶ Demonstrated ability to work effectively as part of a research team and independently

### **2.2 DESIRABLE**

- ▶ Demonstrated interest or experience in preventive medicine approaches to chronic illness.
- ▶ Experience or interest in health promotion work or intervention trials, web-design or online content development.

### **2.3 SPECIAL REQUIREMENTS**

- ▶ None

## ***3. 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.

## ***4. 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.

## ***5. Other Information***

### **5.1 ORGANISATION UNIT**

#### **NEUROEPIDEMIOLOGY UNIT, CENTRE FOR EPIDEMIOLOGY AND BIostatISTICS, MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH**

The Neuroepidemiology Unit at the Centre for Epidemiology and Biostatistics (CEB) currently employs a Professor, two Senior Research Fellows (Clinical), a Senior Research Fellow and Research Fellow, and a Research Fellow (biostatistician). We have developed novel methods of accessing unique preventive medicine data from large communities of people with MS utilising Web 2.0 platforms, including Facebook, Twitter, Instagram, and various websites and forums. We lead research into the potential for lifestyle-based preventive medicine approaches to reducing the disease burden of MS nationally and internationally.

### **5.2 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>

### 5.3 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/>

## 5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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.

## 5.5 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>.

## 5.6 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.

## **5.7 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>