



POSITION DESCRIPTION

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

Study Coordinator – Eczema and Food Allergy Research

POSITION NO	0043343
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part Time (0.8 FTE)
BASIS OF EMPLOYMENT	Fixed term to 31 May 2021 Fixed term contract type: Externally funded contract employment
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 Adrian Lowe Tel +61 3 8344 0878 Email lowea@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 Study Coordinator in Eczema and Food Allergy Research, is a research funded appointment in the Allergy and Lung Health Unit, Centre for Epidemiology & Biostatistics, in the Melbourne School of Population and Global Health at The University of Melbourne. The Study Coordinator is expected to work as part of a close knit team of researchers and coordinate the recruitment and testing of participants. This is a National Health & Medical Research Council funded project entitled “A randomised controlled trial to prevent eczema, food allergy and sensitisation using a skin barrier improvement strategy”(PEBBLES study). The aim of this project is to determine if twice daily application of a ceramide dominant emollient (EpiCeram) to the skin of infants for the first six months of life can prevent the development of eczema and food allergy. The Study Coordinator will play a key role in successfully completing this study.

As the Study Coordinator, you will report directly to the PEBBLES Principal Investigator. This position is based at the Melbourne School of Population and Global Health.

1. Key Responsibilities

- ▶ Coordinate the participant recruitment by Research Midwives
- ▶ Liaise with the PEBBLES testing staff to organize clinic testing session times and ensure timely follow up of each participant
- ▶ Order equipment and co-ordinate consumables for clinical testing
- ▶ Coordinate PEBBLES participant follow-ups, including sending reminder SMS, emails and telephone calls
- ▶ Report weekly progress to the PEBBLES Principal Investigator and internal investigator team
- ▶ Supervise quality assurance procedures and maintain testing equipment according to study protocols and manufacturing instructions
- ▶ Other administrative duties as required including assistance with ethics applications (annual and final reports) as well as other components of the PEBBLES (eg. Minutes from PEBBLES meetings)
- ▶ Assist in the preparation of documentation (e.g. for grant applications, research and conference papers) requiring the conducting of literature reviews and/or analysis of data
- ▶ Perform mail-outs/email/texting and obtaining participant consent for sub-studies
- ▶ Manage contact with study participants, arrange appointments with participants, respond to participant telephone enquiries and administer the research questionnaires using professional interview techniques
- ▶ As the systems are put in place to support the project, assist with the outcome assessment of participants at the direction of the PEBBLES Principle Investigator
- ▶ 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 degree with subsequent relevant experience; or extensive relevant experience in management of projects in the research sector
- ▶ Excellent organisational and administrative skills and the ability to work with a high level of attention to detail in relation to data management, preparation of documentation, compliance and reporting requirements
- ▶ Demonstrated ability in project administration and the development of clear project plans and timelines. Effective communication with stakeholders and monitoring of project progress
- ▶ Demonstrated ability to work independently as well as being an effective team member
- ▶ Excellent interpersonal, written and verbal communication skills to support group interaction, including preparation of minutes and assistance with summary reporting documents.
- ▶ Proficiency in a range of computing applications including Microsoft Office suite, databases and web-based systems
- ▶ Ability to adapt to evolving project demands, and demonstrate flexibility of approach to achieve objectives
- ▶ Demonstrable ability to show initiative and a sense of responsibility
- ▶ Demonstrable ability to maintain confidentiality

2.2 DESIRABLE

- ▶ Degree in Epidemiology or Public Health
- ▶ Familiarity with issues related to allergic and respiratory diseases and epidemiology
- ▶ An understanding of ethics processes including application and modification of projects and annual reporting
- ▶ Familiarity with reporting systems and processes of the University of Melbourne.
- ▶ Experience and skills in telephone interviewing and recruiting for research
- ▶ A high level of self-motivation and initiative in the organisation of group activities, workshops and conferences
- ▶ Familiarity with statistical computing applications such as Stata

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Study Coordinator will be supervised by the PEBBLES Principal Investigator, depending upon experience and the complexity of the tasks.

The Study Coordinator will supervise Research Midwife(s), who will be recruiting participants from maternity wards.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Study Coordinator will work under general to broad direction from the PEBBLES Primary Investigator, Dr Adrian Lowe. A reasonable level of independence is required in liaison with a diverse group of investigators, with provision of support on request.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Familiarity with project management and team organisation is essential to the role. Knowledge of the systems and processes of the University of Melbourne is highly desirable.

3.4 RESOURCE MANAGEMENT

This role will involve the purchase of equipment and consumables for clinical testing.

3.5 BREADTH OF THE POSITION

In addition to the PEBBLES staff and participants, investigators, and clinic/study staff, there is also interaction with variety of staff within the School, Faculty and the University as well as others from the collaborating Universities.

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 6.1 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 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:

6.3 CENTRES

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

6.4 INSTITUTES

The Nossal Institute for Global Health (NIGH)

6.5 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/>

6.6 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.

6.7 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>.

6.8 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.

6.9 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>