

Position description

Research Fellow

Department/Unit	Centre for Health Economics
Faculty/Division	Monash Business School
Classification	Level B
Work location	Clayton/Caulfield campus
Date document created or updated	October 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are critical to our success, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University, please visit www.monash.edu

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD. Student numbers exceed 14,000, making it one of the largest business education providers in Australia.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's Faculty of Business and Economics.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, and retail studies.

To learn more about the Monash Business School, please visit our website: www.buseco.monash.edu.au

The **Centre for Health Economics** <http://www.buseco.monash.edu.au/centres/che/> is a large, independent group of applied economists, which has for almost 20 years been seen as a centre of excellence in health economics and health econometrics research and teaching. Currently the centre has more than 25 staff, and approximately \$4 million in annual nationally competitive grants and contract research income. Its members publish internationally recognised research in a range of areas of health economics, health policy and applied econometrics, and have made a significant contribution to debate and policy development in the healthcare sector.

Position purpose

The Centre for Health Economics (CHE) has a contract with the Department of Health and Ageing to evaluate submissions to the Pharmaceutical Benefits Advisory Committee (PBAC) requesting subsidy of drugs under the Pharmaceutical Benefits Scheme (PBS). The evaluations of these submissions are known as Commentaries.

The Research Fellow is required to evaluate the submissions, including: assessing the completeness of literature searches; systematically extracting, analyzing and critiquing scientific and clinical data from published and unpublished reports; and assessing the validity and accuracy of the analyses provided in the submission estimating the economic and financial implications associated with listing the drug on the PBS

The Research Fellow also contributes to other research activities at the CHE, and participates in the teaching programs, particularly in the areas of economic evaluation of health services and health policy.

A Level B researcher is expected to prepare timely and accurate reports in the Health Technology Assessment (HTA) Group, and assist in the production of reports and papers in academic journals.

Reporting line: This position reports directly to the Manager of the HTA Group, but a high level of autonomy will be expected in terms of initiative and the conduct of work

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

Specific duties required of a Level B research-only academic include:

1. The preparation of timely, accurate and concise Commentaries of submissions considered by the PBAC for listing pharmaceutical preparations on the PBS
2. The conduct of research either as a member of a team or independently and the production of conference and seminar papers and publications from that research
3. Supervision of research-support staff involved in the staff member's research
4. Contribution to the preparation or, where appropriate, individual preparation of research proposal submissions to external funding bodies
5. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
6. Administrative functions primarily connected with his/her area of research
7. Occasional contributions to the teaching program within the field of the staff member's research
8. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees

Key selection criteria

1. Postgraduate qualification in a relevant discipline
2. Experience in the conduct of systematic reviews of evidence in relation to health care interventions
3. Experience in the conduct of economic analysis of health care technologies
4. Evidence of a capacity to work with a focus on attention to detail and accuracy
5. Evidence of an ability to produce high quality research reports within tight timeframes
6. High level interpersonal, oral and written communication skills
7. Excellent time management skills
8. Proficiency in the use of Microsoft Office programs, in particular, Word and Excel

Other job related information

- Travel (eg. to other campuses of the University)
- Occasional interstate travel to attend relevant meetings or training workshops, may be required
- While we make every effort to be flexible, Commentaries are delivered to a strict deadline and this may restrict the ability to take leave within preparation periods. The evaluation of PBAC submissions is cyclical in nature and the Research Fellow will generally need to be available during those cycles. Peak periods are from early July to late September, early November to late January and early March to late May each year

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.