



# RESEARCH ASSISTANT

**DEPARTMENT/UNIT**

Department of Epidemiology & Preventive Medicine / School of Public Health & Preventive Medicine

**FACULTY/DIVISION**

Faculty of Medicine Nursing & Health Sciences

**CLASSIFICATION**

HEW Level 3

**WORK LOCATION**

The Alfred Hospital

## ORGANISATIONAL CONTEXT

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Monash is a university of transformation, progress and optimism. Our people are our most valued asset, 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 and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit [monash.edu/medicine](http://monash.edu/medicine).

Monash **School of Public Health and Preventive Medicine** is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

The **School of Public Health and Preventive Medicine** has the highest expectations of performance of senior staff in areas reflecting:

- Commitment to a team approach
- High levels of motivation and innovation
- A focus on high-level performance in teaching
- A commitment to the principles of good research practice
- A commitment to standards and behaviours those are consistent with Monash University values, mission and code of conduct
- Maintenance of detailed knowledge of relevant areas of specialty, and remaining abreast of leading edge developments
- Contribution to the establishment and maintenance of a strong intellectual atmosphere and a positive departmental climate
- Maintenance of effective and regular communication with staff, ensuring that lines of communication upwards, downwards and laterally are facilitated

The **Department of Epidemiology & Preventive Medicine** is part of the School of Public Health & Preventive Medicine, located on the Alfred Hospital campus. The core skills of the department relate to epidemiology (the study of the distribution, risk factors and causes of disease) and its application to problems in clinical medicine and public health.

This position is to support:

- The national roll out of the Australia Breast Device Registry (ABDR), a clinical quality registry for high-risk implantable breast devices. The ABDR seeks to enhance the long term monitoring of implanted breast devices and improve patient safety. It is housed within the Clinical Registry Unit (CRU) of the DEPM in Melbourne
- The Prostate Cancer Outcomes Registry – Australia and New Zealand (PCOR-ANZ) as it collects national representative data on the diagnosis, treatment and quality of life of men diagnosed with prostate cancer across Australia and New Zealand

## POSITION PURPOSE

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The ABDR and PCOR-Vic Research Assistant will work with the respective Coordinator and Clinical Leads to ensure that high quality data is submitted to the registries. This role will manage submissions to Human Research Ethics Committees (HRECs) and Governance Committees, manage implementation of the ABDR at sites, and support sites on an ongoing basis; establishing key contacts at each site, resolving issues that arise during the implementation process, and liaising with sites to ensure the ABDR is run in line with the project protocol.

The position requires a strong understanding of the ethics and governance model underpinning clinical registries, the ability to liaise with stakeholders and channel information, and the preparation of documents.

**Reporting Line:** The position reports to the ABDR and PCOR-Vic Co-ordinator under general supervision

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Assist in data collection and preparation of results and reports for the ABDR and PCOR-Vic
2. Provide high levels of customer service in accordance with best practice guidelines, policy, procedure and protocols

3. Maintain accurate records of ethics and governance submissions, site and surgeons details, and processes and procedures implemented for the ABDR and PCOR-Vic
4. Contribute to and initiate continuous improvement activities
5. Other duties as directed by the ABDR and PCOR-Vic Project Coordinator

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A certificate level qualification in a relevant field; or
  - substantial relevant skills and experience in ethics, governance, and site management; or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. Demonstrated high-level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure
3. Excellent attention to detail, with the ability to maintain accurate records of work, procedures and communication
4. Well-developed communication skills, including a proven ability to produce a range of clear, succinct documentation and interact with a diversity of colleagues & clients
5. Sound analytical and problem-solving skills with a focus on continuous improvement
6. Proven ability to engage with a range of stakeholders and deliver project outcomes
7. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgment and initiative
8. A demonstrated understanding of confidentiality, privacy and information handling principles
9. Sound computer literacy

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **LEGAL COMPLIANCE**

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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.