



POSITION DESCRIPTION

Australian Indigenous Studies Unit, Centre for Health Equity,
Melbourne School of Population and Global Health

Research Fellow - Australian Indigenous Studies

POSITION NO	0046064
CLASSIFICATION	Level A
SALARY	\$69,148 - \$93,830 p.a. (PhD entry Level \$87,415 p.a.)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Fixed-term position to 31 December 2019 Fixed term contract type: Externally funded
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 Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Kristen Smith Tel +61 3 9035 9564 kristens@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

We are seeking applicants for this Research Fellow position in an externally-funded research program focusing on family violence and alcohol management in Indigenous communities in the Indigenous Studies Unit, Centre for Health Equity, Melbourne School of Population & Global Health. The successful applicant will be a talented qualitative social science researcher who will undertake research and contribute to the research program. This Research Fellow position will provide opportunities to build on the considerable strengths of an existing team and contribute to ongoing research. This program is led by Professor Marcia Langton, Associate Provost, Foundation Chair of Indigenous Studies.

The successful applicant will also contribute to other research projects and will collaborate with other members of the research team to produce research outputs. The role will include the writing of research grants and ethics applications as required. The appointee will be expected to support the broad ethos of the School and the School's compliance with University policies and procedures, including environmental health and safety.

1. Key Responsibilities

- ▶ Carry out research as required, both independently and as a member of a team, including writing literature reviews, conducting interviews and focus groups and other research as required.
- ▶ Contribute to research project development, data collection and analyses for projects of strategic interest, including:
- ▶ Contributing to the preparation of literature reviews, publications and other research papers, briefings, and reports,
- ▶ Writing human research ethics and grant applications (internal and external) with guidance from other researchers.
- ▶ Contribute to the communication and dissemination of research.
- ▶ Assist with project and program administrative functions and tasks in accordance with University systems and processes.
- ▶ Assist with coordinating workshops, meetings and consultations in support of the Indigenous Studies Unit's research and policy projects, including secretariat support of committees and working parties.
- ▶ Prepare meeting papers, correspondence, and other communications as directed.
- ▶ Assist in maintaining and extending productive relationships with key contacts in the University, other higher education institutions, Indigenous communities, government, the arts and cultural sector, and other stakeholder communities.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ PhD or postgraduate qualifications in relevant discipline (e.g. anthropology, sociology,) or equivalent professional qualification and experience.
- ▶ A developing track record of successfully contributing to innovative research projects. This will include experience in desktop research, literature reviews, data synthesis and analysis, survey and interview design, reporting and submission writing.

- ▶ Excellent organisational and project management skills, with demonstrated ability to work with multiple researchers and stakeholders to achieve successful research outcomes.
- ▶ Ability to work independently as well as collaborating and supporting colleagues to achieve outcomes. This should include excellent priority management abilities.
- ▶ High level of competence in different forms of communication, including research publications and reports, and website content. This should include a proven ability to translate complex issues and key findings to a range of different audiences and the capacity to manage highly confidential information.
- ▶ Experience working with people in leadership roles (e.g. academics, senior executives, board members) as well as diverse demographics.
- ▶ Demonstrated ability to apply research methodologies and qualitative data analysis.
- ▶ Demonstrated ability to write successful internal and external research ethics and research grant applications.

2.2 DESIRABLE

- ▶ Experience in undertaking research with Indigenous Australian populations.
- ▶ Experience in policy development and/or analysis.
- ▶ Knowledge of university processes, systems and applications.
- ▶ Experience in research engagement beyond the university sector.

2.3 SPECIAL REQUIREMENTS

- ▶ Some regional and inter-state travel will be required
- Some evening and 'event' attendance desirable.

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/people/community/responsibilities-of-personnel>

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

5. Other Information

5.1 CENTRE FOR HEALTH EQUITY

The Centre for Health Equity consolidates our School's social, behavioural and public health expertise into a single, world-class Centre. Our core focus is on creating and exchanging knowledge that fosters health equity and wellbeing. Our approach is to work at a population level to produce evidence-based research and programs that improve lives. By connecting with health professionals, policy-makers, consumer groups and the broader community, we aim to improve fair access to good health and wellbeing.

Units

Evidence and Child Health

Gender and Women's Health

Disability and Health

Health Humanities and Social Sciences

Indigenous Health Equity

Australian Indigenous Studies

Justice Health Unit

5.2 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 people work in the School and its partner agencies. The School's total budget is in excess of \$55m. 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 (CHP)

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://www.mspgh.unimelb.edu.au/>

5.3 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.

5.4 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.

5.3 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.

5.4 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>