



POSITION DESCRIPTION

Evidence and Child Health, Centre for Health Equity,
Melbourne School of Population and Global Health,
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant, Family Violence Prevention

POSITION NO	xxxxxxx
CLASSIFICATION	Research Assistant, Level A
WORK FOCUS CATEGORY	Research Focused
SALARY	\$69,148 - \$93,830 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	1.0 FTE
BASIS OF EMPLOYMENT	Fixed term position for 2 years 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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Karen Block keblock@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 Research Assistant, Family Violence Prevention, will join a team of researchers based in the Evidence and Child Unit and the Gender and Women's Health Unit. The position will support the work of a project recently funded by the Victorian Department of Premier and Cabinet (DPC), Multicultural Affairs and Social Cohesion Division (MASC) to evaluate their Family Violence Work Package. The Family Violence Work Package aims to build the capacity of multicultural communities in Victoria to address family violence. It includes a range of projects being undertaken by community organisations across metropolitan Melbourne and regional Victoria, that have been funded by DPC's MASC Division for this purpose.

The Research Assistant will be supervised by the Project's Principal Investigator Dr Karen Block and work in close collaboration with the broader project team. Travel within metropolitan Melbourne and regional Victoria will be required and some flexibility in the working week may be necessary to accommodate this.

This position represents an exciting opportunity to join a dynamic research team in the Centre for Health Equity and contribute to evaluation research relevant to the urgent public health issue of family violence.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Provide intensive support for monitoring and evaluation of the project *Safer and Stronger Communities – a place-based approach to the prevention of family violence in Victoria's migrant and refugee communities*, being undertaken in five regions of Victoria.
 - Manage the execution of a monitoring and evaluation framework and associated implementation
 - Work with the five lead organisations to build capacity to develop evaluation plans, tools, methodologies and systems for assessment
 - Deliver training to all five lead organisations on the evaluation framework and how to apply it the project level
 - Work with and support the five lead organisations to ensure that data collection for each project aligns with the evaluation framework
 - Conduct regular support visits to the five lead organisations to review progress and provide support
 - Write yearly evaluation reports over the two years of the project
- ▶ Support the overall Family Violence Work Package Evaluation. Responsibilities will include:
 - Working with and supporting organisational partners to develop and implement evaluation plans, timelines, tools, methodologies and systems for monitoring and evaluating individual components of the Work Package to align with the overarching monitoring and evaluation approach and framework
 - Delivering training to build the capacity of organisational partners to plan and conduct monitoring and evaluation activities and to establish competence around the overarching evaluation framework
 - Conducting regular support visits to organisational partners

- Collecting additional data as required to support the evaluation through interviews, small group discussions or surveys to supplement information gathered by organisational partners
 - Contributing to writing of annual evaluation reports including key outcomes and findings from data collected by organisational partners and the research team
 - Conducting an annual 'Most Significant Change' (or similar) process with organisational partners and other stakeholders to identify key impact stories from across the Work Package
- ▶ Contribute to reports, presentations and academic publications arising from research in relation to the project

1.2 LEADERSHIP AND SERVICE

- ▶ Assist with communication and reporting back to all key stakeholders as required throughout the project.
- ▶ Work collaboratively with all members in the research team and relevant stakeholders to ensure evaluation is conducted to the highest standard of quality
- ▶ Actively participate in Unit, Centre, School and/or Faculty meetings
- ▶ Participate in community and professional activities related to family violence prevention
- ▶ Positively engage in learning and career development of self and others
- ▶ Effectively demonstrate and promote University values including in relation to diversity and inclusion, ethics and integrity
- ▶ Meet 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

- ▶ Bachelor or higher level degree in a relevant discipline
- ▶ Experience in data collection for evaluation and/or research
- ▶ Excellent written and verbal communication skills, including cross-cultural communication skills and the ability to communicate effectively with diverse stakeholders
- ▶ Strong interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders (internal and external) and to work collaboratively
- ▶ Demonstrated ability to work as part of a multi-disciplinary team to achieve project goals and meet agreed deadlines
- ▶ Strong problem-solving skills and the ability to use initiative and exercise sound judgement and ability to prioritise workload during busy periods
- ▶ Understanding of the gendered drivers of family violence and frameworks such as "Change the Story: A Shared Framework for the Primary Prevention of Violence against Women and their Children in Australia.
- ▶

2.2 DESIRABLE

- ▶ Experience working with people from multicultural, immigrant and refugee backgrounds
- ▶ Project management experience
- ▶ Experience in undertaking evaluations
- ▶ Experience in work addressing family violence or violence against women more broadly

2.3 SPECIAL

- ▶ This position will involve travel across metropolitan Melbourne and regional Victoria
- ▶ Flexibility with work hours will be required to facilitate necessary support visits to organisational partners
- ▶ A current driver's licence is required

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 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
- ▶ Health Humanities and Social Sciences
- ▶ Indigenous Health Equity
- ▶ Indigenous Studies
- ▶ Disability and Health
- ▶ 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.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.5 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.

5.6 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>