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| **Position Description** |

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| **Research only – Research Fellow** | |
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| **Position No:** | New |
| **Department:** | Physiotherapy, Podiatry, and Prosthetics & Orthotics |
| **School:** | Allied Health, Human Services and Sport |
| **Campus/Location:** | Melbourne |
| **Classification:** | LEVEL B – Research Fellow |
| **Employment Type:** | Part time (0.6 EFT), Fixed term (2 years) |
| **Position Supervisor:**  **Number:** | Professor  50019326 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

College Science, Health and Engineering– <http://latrobe.edu.au/she>

**For enquiries only contact:**

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| **Position Description** |

**Level B – Research Fellow**

A Level B research only academic is expected to carry out independent and/or team research within the relevant field and carry out activities to develop their research expertise relevant to the particular field of research.

**Position Context**

We are seeking to appoint a part time (0.6 EFT) Level B Research Fellow to take on the role of project manager/ trial coordinator for a 4-year study funded by the Medical Research Future Fund titled: ‘*Improving muscle strength in young people with Prader-Willi syndrome*’. Prader-Willi syndrome is a rare genetic condition. This phase II multi-site, randomised controlled trial with embedded health economics evaluation of an exercise intervention will recruit 60 people with Prader-Willi syndrome (PWS) aged 13 years and over. An experienced project manager/trial coordinator is sought to take day to day responsibility for the conduct of the project.

The incumbent of this position will:

* Work as part of an interdisciplinary, cross institutional team in the conduct of the research project.
* Provide strategic and operational research and project management to achieve high quality research aims and objectives.
* Manage successful working relationships with research team members and stakeholders to promote project objectives and initiatives including research and clinical staff at our sites in Melbourne, Sydney and Brisbane.
* Attend meetings associated with research including regular team meetings; and participate in and provide administrative support for the project steering committee meetings.
* Recruit and provide supervisory support to casual research assistants employed within the project.
* Ensure compliance with the research governance requirements of the project
* Recruit, screen and retain participants within the project across 3 sites
* Effectively manage data (including quantitative and qualitative data) to facilitate accurate research project conclusions
* Prepare research reports, publications and presentations in collaboration with the project investigators.
* Engage with community and industry stakeholders to ensure research results are communicated and disseminated broadly.

The Level B research fellow will be primarily located on the Melbourne campus of La Trobe University. The position may include occasional travel interstate.

**Key Selection Criteria**

* Undergraduate degree in physiotherapy, or a related health discipline
* Experience and/or skills in exercise prescription
* Experience in research and/or project management in a university, health care or community organisation setting
* High level organisational skills including effective time and workload management, advanced problem-solving skills, and an ability to work independently and to exercise initiative
* Excellent data management skills, including database development; data collection; ability to consolidate and present data effectively
* Superior interpersonal, verbal and written communication skills including the ability to establish and maintain effective, productive relationships with a wide range of stakeholders
* Evidence of the ability to work as a member of a team in a co-operative and collegial manner
* Ability to manage budgets and ensure appropriate financial reporting mechanisms are in place

**DESIRABLE**

* Postgraduate research training (e.g. Masters or PhD)
* Experience in the coordination of a clinical research trial
* Experience working with people with disability
* Experience and/or skills in qualitative and quantitative research methods and analysis
* Demonstrated ability to supervise staff such as research students or casual research staff
* A research track record of publications, conference presentations, and/or other professional contributions

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: