

# RESEARCH OFFICER

<b>DEPARTMENT/UNIT</b>	Centre for Medicine Use and Safety
<b>FACULTY/DIVISION</b>	Faculty of Pharmacy and Pharmaceutical Sciences
<b>CLASSIFICATION</b>	HEW Level 6 (0.4 FTE)
<b>DESIGNATED CAMPUS OR LOCATION</b>	Parkville campus

## 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 Pharmacy and Pharmaceutical Sciences is dynamic, innovative and ambitious, engaging in world-class research and being a leading education provider for over 130 years. Our key research initiative is the Monash Institute of Pharmaceutical Sciences, in which we engage some of the best equipped and most experienced pharmaceutical scientists and medicine experts in Australia. Notably for the past 3 years Monash has been ranked in the top 3 institutions in the world for Pharmacy and Pharmacology. From a teaching perspective, our education curriculum - comprised of undergraduate, postgraduate and higher degrees by research programs - is purpose designed for the study of pharmacy and pharmaceutical sciences and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premiere health and biomedical precinct, and offer world-class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: [www.monash.edu/pharm/](http://www.monash.edu/pharm/)

The Monash Institute of Pharmaceutical Sciences (MIPS) integrates research from five fundamental research themes to identify, develop, optimise and deliver new drug treatments – ultimately translating basic research into clinical trials. These are the Centre for Drug Candidate Optimisation, Drug delivery, disposition and dynamics, Drug discovery biology, Medicinal chemistry and the Centre for Medicine Use and Safety

MIPS is Australia's largest, most experienced and successful group of pharmaceutical scientists. Over 250 staff and 250 PhD students undertake and support basic and translational drug

discovery, drug delivery and drug development research in new, state-of-the-art laboratories on Monash's Parkville campus. MIPS was established in 2008 and builds upon the ground-breaking research activities of the Victorian College of Pharmacy, Monash University, developers of the Relenza flu treatment. Our internationally recognised institute strives to conduct the most insightful science in our field by the best researchers and research students in world-class facilities. Our contemporary and collaborative organisational structure enables our research to occur where our core scientific disciplines meet. Collaboration at these disciplinary interfaces is expected to transform medicine design and development outcomes.

MIPS key therapeutic programs span across neuroscience, metabolic and cardiovascular diseases, global health issues, cancer, immunity, pain and inflammation. Our researchers are leaders in their fields. Their brilliance and dedication ensures that better medicines of world significance are discovered, researched and designed right here in Australia. Our talented staff include international leaders in G protein-coupled receptor biology, translational medicinal chemistry, structural biology, lead candidate optimisation, drug delivery, pharmacoepidemiology, pharmacometrics and medication safety.

MIPS has strong partnerships with industry leaders, including the global drug companies Servier, Takeda and Lonza, Biotech companies including Starpharma and PureTech Health and our own start-up companies such as Cincera. In total, we have long-term collaborative research programs with more than 20 biotechnology and pharmaceutical companies. We also collaborate with leading national and international research institutes and universities and attract substantial support from industry, government and funding agencies. Our supporters include the ARC, NHMRC, Victorian State Government Science Agenda, Health Workforce Australia, the National Institutes of Health in the US, the World Health Organisation (WHO), the Bill and Melinda Gates Foundation, the Medicines for Malaria Venture, the Drugs for Neglected Diseases initiative and various commercial and philanthropic organisations.

The Centre for Medicine Use and Safety conducts research in the field of Australia's newest National Health Priority Area: medicines safety and the quality use of medicines. This includes a focus on understanding and optimising medicines use in frail older people through pharmacoepidemiology and health services research.

Based at the Monash Parkville campus and the pharmacy department of The Alfred Hospital, CMUS integrates academic and applied research to address medicine use and safety issues. This includes research in the community, hospitals, residential aged care settings and their interfaces.

## **POSITION PURPOSE**

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The Research Officer provides a variety of high-quality research support services.

This position will be based at Monash University's Centre for Medicine Use and Safety. The position will involve conducting research into strategies to promote safe and effective use of medicines in residential aged care. This has been identified as a priority by the recent Royal Commission into Aged Care Quality and Safety and highlighted in the Pharmaceutical Society of Australia Report Medicine Safety: Aged Care.

The Research Officer works closely with the investigators, project collaborators, consumers, staff and students to understand the research requirements and operates with excellence in process and judgement to provide efficient research services in accordance with research protocols and standards.

**Reporting Line:** The position reports to an Academic in the Centre for Medicine Use and Safety

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** No

**Budgetary Responsibilities:** No

## **KEY RESPONSIBILITIES**

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1. Plan, implement and coordinate a range of research and administrative tasks including providing research support services, scheduling bookings/meetings, administering trials, experiments, treatments or questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols
2. Assist in preparation of human ethics applications and research manuscripts.
3. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders
4. Provide supervision, training and guidance to staff where applicable, including overseeing compliance with technical or research standards and protocols
5. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars
6. Liaise and prepare reports and other documentation for research leaders, committees, funding bodies, healthcare professionals, consumers and other relevant stakeholders
7. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements and take steps to identify and minimise OHS risks where appropriate
8. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives
9. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

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### **Education/Qualifications**

1. The appointee will have:
  - A degree in a relevant health field with subsequent relevant experience, or
  - extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or
  - an equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Excellent project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required

7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
8. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems
9. Advanced computer literacy with the ability to use data management software (e.g. REDCap, SPSS)
10. Experience in scientific writing and publication of research findings

## **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

## **GOVERNANCE**

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Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.