

Faculty of Medicine, Dentistry and Health Sciences
Department of Surgery

Brain Tumours Online Research Assistant

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| POSITION NO | 0059586 |
| CLASSIFICATION | Level A.1 |
| SALARY | \$80,258 p.a. (pro-rata for part time) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | 0.6 - 0.8 FTE (part time) |
| LOCATION | Parkville – Royal Melbourne Hospital |
| BASIS OF EMPLOYMENT | Fixed Term for 12 months |
| OTHER BENEFITS | https://about.unimelb.edu.au/careers/staff-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 | Professor Kate Drummond Tel +61 3 9342 8218 Email kjd@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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Supported by MRFF funding this project will develop an innovative technology-enhanced survivorship platform to improve supportive care and quality of life of brain cancer patients and their families. We are offering an exciting new opportunity to join our team of clinicians, ehealth experts, digital product designers and consumers as a part-time Research Assistant for 1 year on a fixed term basis.

Join a dedicated team focussed on improving supportive care and quality of life of brain cancer patients and their carers. Take on a challenging opportunity to modernise and re-create survivorship care through technology and digital solutions while working with and building on a multidisciplinary and collaborative network.

1.1 ABOUT THE PROJECT

This project focuses on unmet needs of brain cancer patients and their families by providing an Australian-first, online platform to overcome physical, psychosocial and financial barriers. It is highly innovative by meeting necessary requirements for remote-monitoring and self-care in a post COVID-19 era. The platform has been co-developed by patients and their carers together with clinicians and digital health experts to result in a one-stop-shop for person-centred survivorship care. The project has been awarded funding of \$2.6M AUD (2021 – 2024) by the MRFF through the Australian Brain Cancer Mission. Following co-design, the prototype is now ready for implementation and evaluation in a multi-site trial.

1.2 ABOUT THE POSITION

You will join a passionate and dynamic team, supported by the Brain Tumours Online Project Manager (University of Melbourne) and working with the Head of Neurosurgery at the Royal Melbourne Hospital, team leads of the Centre for Digital Transformation of Health (University of Melbourne), Peter MacCallum Cancer Centre and Consumer Groups and other members of the project team.

You will assist the Project Manager in the day-to-day administrative and research activities to progress the work in alignment with key milestones, including playing a key role in responding to participant enquiries. The role requires a proactive individual with experience in clinical care / research who can establish strong working relationships with multi-disciplinary teams of

researchers and clinicians across member organisations and other partners. The role will involve communicating professionally and sensitively with research participants (patients with a brain cancer, their family members/care-givers, and health care professionals). This role will suit diverse candidates with backgrounds in clinical care or science who are ready to develop their skills in clinical trials, translational research, consumer engagement, and the rapidly evolving field of digital health.

Working in close collaboration with team leads and other key contributors, you will be responsible for assisting investigators and coordinators in patient recruitment, co-ordinating and facilitating the work required to deliver the project. The overarching goal of this work is to improve survivorship care and quality of life of brain cancer patients and their families through a technology-enhanced model of care. Your office will be based at the Royal Melbourne Hospital, city campus.

Key relationships / interactions

- Head of Department of Neurosurgery, Royal Melbourne Hospital
- Brain Tumours Online Project Manager
- Chief investigators across Royal Melbourne Hospital, Peter MacCallum Cancer Centre, University of Melbourne, Two Bulls (Industry partner).
- Site principal investigators
- Site research nurses
- Research participants (people with brain cancer) and their family members/carers.

2. Key Responsibilities

▶ Study conduct

- Support investigators in recruiting participants during the implementation and evaluation phase of the project.
- Maintain effective, polite and professional communication with the research team and research participants, including patients and carers. This will include responding to enquiries through the digital platform, and via the Brain Tumours Online central email account.
- Understand the study protocol, procedures and documentation to ensure per protocol conduct of studies and recording of study data.
- Timeliness, accuracy, and confidentiality in executing tasks. Able to make appropriate decisions as required and seek clarification when necessary.
- All research is to be undertaken in accordance with the terms approved by the institutional ethics committees and the NHMRC National Statement on Ethical Conduct in Research Involving Humans.

▶ Project administration

- Effective, well-organised and efficient administration and research support to the Brain Tumours Online Project Manager and Chief Investigators on the Research Team.
- Providing a point of contact for relevant stakeholders (including research participants) and internal study teams e.g. via the Brain Tumours Online central email account.
- Assist the Project Manager with any required ethics and governance submissions, including protocol amendments and annual reports.
- Provide general research administration support to the Project Manager/Team e.g., help with meeting preparation or notes.

- ▶ Data management
 - Data collection and management of study specific data collection (as per study protocols and SOPs).
 - Maintenance of study database in REDCap.
 - Adhere to all aspects of confidentiality in regard to patients, carers and staff.

3. Selection Criteria

3.1 ESSENTIAL

- ▶ Experience and qualifications
 - Degree level education or other relevant further education in health or science
 - Experience within a clinical research setting or relevant experience demonstrating the appropriate skills for the job and clinical setting.
 - Experience with consumer/community engagement in research, or experience with communicating with research participants, especially patients or care-givers.
- ▶ Knowledge and skills
 - Demonstrated data collection and management skills
 - Experience with video-conferencing platforms, MS Word, Outlook, Excel, PowerPoint.
 - Knowledge in Good Clinical Practice, including informed consent and privacy.
- ▶ Personal qualities
 - Proven ability to proactively manage workloads, troubleshoot, prioritise tasks and meet deadlines
 - Ability to work independently and as a team player in collaborative, efficient and effective teams
 - High attention to detail with a proactive, innovative, resourceful nature and adaptable to change
 - Good communication and negotiation skills (both oral and written), with the ability to develop and maintain strong internal and external relationships with various stakeholders
 - Flexibility, patience and tolerance

3.2 DESIRABLE

- ▶ Demonstrated understanding of ICH-GCP, the Victorian healthcare system, and regulatory, ethical, privacy and other relevant guidelines and legislation relating to clinical trial conduct
- ▶ Experience in administration of human-related research.
- ▶ Experience with data management systems (eg. REDCap)
- ▶ Experience in designing or maintaining webpages
- ▶ Experience in managing or moderating a social media community/group.

3.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to obtain an honorary appointment with the Royal Melbourne Hospital in order to access/manage some of the project data (e.g. REDCap). This will also require obtaining a police check and a GCP certificate.

4. *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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

5. *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.

6. *Other Information*

6.1 DEPARTMENT OF SURGERY

<https://medicine.unimelb.edu.au/school-structure/surgery>

The position is within the University of Melbourne Department of Surgery, located at the Royal Melbourne Hospital, Parkville.

6.2 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au/>

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

6.1 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.

6.2 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>.

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.4 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 <https://about.unimelb.edu.au/strategy/governance>