



POSITION DESCRIPTION

Department of Physiotherapy, School of Health Sciences
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant – Centre for Health, Exercise & Sports Medicine

POSITION NO	0047991
CLASSIFICATION	Research Assistant (Grade 2) – Level A
WORK FOCUS CATEGORY	Research Focused
SALARY	\$73,669 - \$99,964 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months: Dec 2020 - Dec 2021
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Kim Bennell Email: k.bennell@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 position of Research Assistant is a 12-month fixed contract position within the Centre for Health, Exercise and Sports Medicine (CHESM) in the Department of Physiotherapy, School of Health Sciences, Faculty of Medicine, Dentistry and Health Science, The University of Melbourne.

The successful candidate will work as part of an experienced research team with a focus on musculoskeletal conditions, in particular osteoarthritis. The successful candidate will directly report to the leaders of the Musculoskeletal Research Program and will be responsible for coordinating clinical research trials in the area of osteoarthritis and weight management, as well involved in a number of qualitative research studies.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Contributing to specific current and planned musculoskeletal research projects, and weight management research projects.
- ▶ Assisting with maintenance of study tracking programs, obtaining and verifying medical record data, preparing reports on progress of participants' recruitment and questionnaire completion.
- ▶ Reporting and publishing – this includes sourcing, retrieving and appraising appropriate literature; compiling reports and assisting with analysing data, presenting results including preparation of manuscripts and power point presentations.
- ▶ Conducting qualitative interviews, developing interview schedules and conducting thematic analysis of interview data.
- ▶ Development and evaluation of education resources for clinicians
- ▶ Screening and recruitment of potential research participants.
- ▶ Communicating with participants, scheduling required examinations such as x-rays and MRIs and performing study visits.
- ▶ Managing contracts and invoices with external providers
- ▶ Ensuring project timelines and milestones are met.
- ▶ Collecting and processing data from research participants including administration of questionnaires and testing function
- ▶ Regular liaison and reporting of project progress to team members.
- ▶ Data management.
- ▶ Assisting with submission of research grant applications and ethics applications

- ▶ Ensure research complies with Good Clinical Practice guidelines and University policies and procedures

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate in CHESM and The Department of Physiotherapy activities.
- ▶ Engage positively in the learning and career development of self and others.
- ▶ Effectively demonstrate and promote the values of both the University and the Department of Physiotherapy including diversity and inclusion and high standards of ethics and integrity.
- ▶ Undertake duties as required by the supervisors and demonstrate flexibility and responsiveness within professional duties to meet organisational priorities.
- ▶ Meet Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.3 ENGAGEMENT

- ▶ Actively contribute to the engagement activities of CHESM and the impact acceleration unit.
- ▶ Participate in community and professional activities related to the relevant discipline and research area

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualification in biomedical science or physiotherapy.
- ▶ Experience working in the field of musculoskeletal research including the coordination of randomised clinical trials.
- ▶ Demonstrable knowledge and interest in knee osteoarthritis
- ▶ Demonstrable knowledge and interest in the field of weight management for patients with osteoarthritis
- ▶ Experience conducting qualitative interviews and performing thematic analysis
- ▶ Track record of research publications
- ▶ Experience in creating training materials and learning modules using the Canvas Learning Management System
- ▶ Experienced in using both REDCap and Qualtrics for data collection
- ▶ Proficient in the use of NVivo for thematic analysis
- ▶ Excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion (preferably in the health sector).
- ▶ Ability to work both independently and as part of a team with capacity to use initiative and prioritise workload during busy periods.
- ▶ Excellent computer skills particularly with Microsoft Word, Excel, and power point

- ▶ Demonstrated ability to use initiative, good problem solving, judgement and organisational skills coupled with the ability to follow through detailed projects effectively
- ▶ Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- ▶ Strong commitment to the highest standards of scientific and ethical integrity and the ability to strictly adhere to study protocols

2.2 DESIRABLE

- ▶ Candidates with a PhD favoured

3. *Special requirements*

- ▶ Nil

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 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 service for excellence and reach the targets of Growing Esteem.

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/topics/responsibilities/>

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

6. Other Information

6.1 SCHOOL OF HEALTH SCIENCES

Established in 2009, the Melbourne School of Health Sciences is an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange that contributes to local, national and global efforts to improve health and wellbeing. The Health Sciences School educates graduate entry and post-graduate students in the disciplines of Nursing, Social Work, Physiotherapy and other non-medical health sciences through accredited programs tailored to workforce needs nationally and internationally. It provides national and international health sciences students with professional training to enable them to be competent and effective health professionals who are work ready, eligible for registration and, in the case of Physiotherapy, primary contact practitioners. It also delivers professional education courses and training for the health sciences professions and builds strong relationships and active programs of interaction with the alumni in each discipline. A key aim is to continue to build effective collaborations with clinicians, patients, the healthcare sector, the research community, governments, industry partners and communities in Australia and internationally.

The School currently comprises approximately 60 full continuing academic staff and 30 continuing professional staff as well as more than 200 sessional and contract staff. In addition, there are more than 200 honorary appointments within Health Sciences.

Further information about School of Health Sciences is available at:

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

6.2 PHYSIOTHERAPY

The Department of Physiotherapy was established in 1991 and makes distinctive contributions nationally and internationally to the physiotherapy profession and society in research, learning & teaching and knowledge exchange. In 2009 it became a department within the Melbourne School of Health Science, which currently comprises the disciplines of nursing, social work and physiotherapy. The Centre for Health, Exercise and Sports Medicine (CHESM) is a multidisciplinary research Centre within the Department. Currently there are approximately 20 staff and students. CHESM has a state-of-the-art human movement laboratory under the supervision of a full time Biomechanics Director. The laboratory has a Vicon 12 MX camera motion analysis system with Nexus and Bodybuilder software and three AMTI force platforms together with EMG and isokinetic dynamometry.

Further information about Physiotherapy and CHESM is available at:

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

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

6.3 THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

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 2013 gross revenue was in excess of \$550M. Approximately 40% of this income relates to research activities.

The Faculty has a student teaching load in excess of 7,500 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has

approximately 2,200 staff comprising 700 professional staff and 1,500 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.

Further information about the Faculty is available at <http://www.mdhs.unimelb.edu.au/>

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>.

6.4 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.

6.5 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>