



POSITION DESCRIPTION

Melbourne Institute: Applied Economic & Social Research
Faculty of Business and Economics

Clinical Research Co-ordinator (Nowra NSW)

POSITION NO	0061039
CLASSIFICATION	Level A
SALARY	\$80,258 – \$108,906 p.a (pro-rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed term for 33 months (2 years 9 month)
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	Associate Professor Yi-Ping Tseng Tel +61 3 8344 2132 Email y.tseng@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 would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The incumbent will be working on the evaluation of the Cullunghutti Intensive Early Childhood Education and Care Program Research Project which is being conducted by the University of Melbourne in partnership with SNAICC – National Voice for our Children and Parkville Institute. SNAICC – National Voice for our Children is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC's vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued. The Parkville Institute is a registered charity established to support infants and young children living with significant family stress and social disadvantage to enter school as confident and successful learners who are developmentally and educationally equal to their peers. The Chief Investigators from the Melbourne Institute are A/Professor Yi-Ping Tseng and Nichola Coombs. The Co-Lead researcher is Adele Cox from SNAICC. The team will also be working closely with researchers from Parkville Institute lead by A/Professor Brigid Jordan and Dr Anne Kennedy, both of whom also hold honorary positions at the University of Melbourne.

The project is to conduct the evaluation of the outcomes for children who participate in a new intensive holistic model of early education and care co-developed over the past year by SNAICC– National Voice for our Children, Cullunghutti Child and Family Centre staff, Parkville Institute, and Social Ventures Australia. The model is specifically designed to support children living with significant family stress and hardship and is responsive to Aboriginal and Torres Strait Islander community aspirations, strengths, and needs, as identified by Cullunghutti Aboriginal Child and Family Centre. A very rich set of child development outcomes will be collected in this project to allow robust evaluation of children's developmental trajectories.

The applicant will have clinical and research experience working with infants, young children and their families living with family stress and hardship and experience in conducting standardised measures of child development.

Aboriginal and Torres Strait islander applicants with the essential clinical, assessment and research skills are strongly encouraged to apply.

1. Key Responsibilities

1.1 MANAGEMENT OF RESEARCH PARTICIPANTS

- ▶ Work with Research team to acquit reporting, administration and accountability requirements for the study

1.2 MEASUREMENT AND IMPLEMENTATION

- ▶ Coordinate all participant research activity within the Cullunghutti Early Learning Centre at Cullunghutti Child and Family Centre

- Manage measurement resources, including maintaining research equipment, ordering standardised assessments and updating questionnaires as appropriate
- Manage the timing, implementation and recording of all annual data collections with participating children enrolled in the Centre
- Conduct annual measurements with children and families
- Code adult-child relationships measure
- Work with Research team to manage the research database for the site

1.3 PROJECT MANAGEMENT

- Work with the Centre Director to navigate the interface between the research and intervention and ensure the integrity of the research trial remains intact alongside the service interface
- Ensure engagement of research participants and minimise attrition
- Ensure strict adherence to ethics and research protocols and secure storage of all data collected
- Manage high risk situations and critical incidents collaboratively with Cullunghutti Child and Family Centre management and staff
- Provide reports to Research team on research activities
- Any other duties as required by the project

2. Selection Criteria

2.1 ESSENTIAL

- Tertiary qualifications in Psychology (Pearson Clinical Assessment User Lever A)
- Advanced qualifications in Infant and/or Child Mental Health
- Experience in conducting and interpreting standardised developmental assessments
- Proven skill and substantial clinical experience assessing and treating infants with psychosocial vulnerabilities and working with families with complex needs.
- Demonstrated commitment to conducting all aspects of research practice in ways that ensure the cultural safety of participating Aboriginal and Torres Strait Islander children and families, centre staff and all stakeholders.
- Broad knowledge and a strong understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- Strong interpersonal skills
- A demonstrated understanding and capability for working with diverse groups of children and families
- Ability to function independently as a clinical researcher and to provide a full range of clinical and psychometric assessments.
- Demonstrated capability to network with others both inside and outside organizational boundaries
- A professional manner in dealing with staff, children, families and community partners.

- ▶ Ability to work effectively within a team.
- ▶ Have a demonstrated robustness and resilience and a level of maturity that supports independent practice
- ▶ A demonstrated level of self-awareness relating to their own practice and relationships with others.
- ▶ A flexible approach and ability to work in a changing and dynamic work environment. Comfortable with flexible working arrangements
- ▶ Highly developed interpersonal, verbal and written communication skills.
- ▶ Well-developed time management skills.
- ▶ Very high attention to detail.

2.2 DESIRABLE

- ▶ Experience working in clinical, research or community development roles with Aboriginal and Torres Strait Islander children and families
- ▶ Experience in conducting Bayley Scales and WPPSI
- ▶ Experience in conducting research (design, ethics application, data collection)

2.3 OTHER JOB RELATED INFORMATION

- ▶ The position will be located in Nowra, NSW and occasional travel to Melbourne would be required.
- ▶ At the commencement of the employment, the applicant will be expected to participate in cultural awareness professional development offered by Cullunghutti Child and Family Centre
- ▶ Registration with the Australian Health Practitioner Regulation Authority (AHPRA)
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Hold a valid driver's license

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 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.

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:

<https://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.

5. Other Information

5.1 ORGANISATION UNIT

<http://melbourneinstitute.unimelb.edu.au/>

The Melbourne Institute is a research-only department within the Faculty of Business and Economics at the University of Melbourne. It is Australia's leading and longest standing research institute in the field of economics, undertaking cutting-edge research into key issues relevant to modern economic and social policy.

The Melbourne Institute has a core faculty of some 40 academics and academic specialists, a team of research staff that include expertise in data science and analytics, a team of professional/administrative staff that support the mission and operations of the department, honorary fellows and PhD students. Reflecting the standards of research excellence achieved at the Melbourne Institute, staff are expected to publish in internationally acclaimed peer reviewed journals and to lead the public debate on economic and social policy.

The Melbourne Institute has an organisational structure that involves senior research staff (level D and E) supervising teams of research and related staff. Research staff are affiliated with one or more research programs that cover a range of areas in applied micro- and macro-economic analysis and policy. All research programs undertake both academic and engaged research projects that result in a range of publications that include top peer-reviewed academic journals and highly regard research briefings and reports. Researchers may work on projects in different programs, consistent with their research capabilities and work demands.

5.2 BUDGET DIVISION

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Further information about joining the Faculty is available here

<https://fbe.unimelb.edu.au/about/join-fbe>

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute: Applied Economic & Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Experience and Experiential Learning

Research Development Unit

The Williams Centre for Learning Advancement

The Faculty also hosts two University-wide initiatives:

- ▶ The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.
- ▶ The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

5.3 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>

5.4 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.

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