RESEARCH ASSISTANT

SCHOOL/UNIT	Jeffrey Cheah School of Medicine & Health Sciences
SUB-UNIT	South East Asia Community Observatory, SEACO
CLASSIFICATION	RA without Doctoral
WORK LOCATION	SEACO Segamat/ Main campus

ORGANISATIONAL CONTEXT

Monash University is a modern, global, research-intensive university, delivering education and research excellence in Australia and across the Indo-Pacific. We are making a positive impact on today's global challenges – whether by mitigating climate change, easing geopolitical insecurity or fostering healthy communities. Monash University is Australia's largest university and a member of the prestigious Group of Eight, a group of Australia's eight leading research universities. We have been consistently ranked among the world's top universities, at 42nd globally in the QS World University Rankings and 54th in the Times Higher Education World University Rankings in 2024, reflecting our strong commitment to academic and research excellence.

Monash University is a global university with four campuses in Australia and a campus in Malaysia and Indonesia. In India, Monash Research Academy is a postgraduate research and PhD training partnership with the Indian Institute of Technology Bombay, whilst Monash-Suzhou is a partnership between Monash University and Southeast University focused on world-class research and training in China. The Monash University Prato Centre meanwhile provides a European base for international research and education. Additionally, Monash has extensive international partnerships and study abroad programs with more than 100+ partner universities around the world.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected higher education institutions. We were awarded the prestigious "Berdaya Saing" (Competitive) status for the SETARA rating assessment by the Ministry of Higher Education Malaysia in 2022, cementing our position in the very top cohort of outstanding universities in the country. In the same year, we retained our five-star rating for research excellence from the Malaysia Research Assessment (MyRA).

We attract students from Malaysia and all over the world. More than 9,200 students representing approximately 72 nationalities are currently enrolled at Monash University Malaysia, and they enjoy a quality study experience supported by committed staff members. Since welcoming our first cohort of 417 students, we have graduated more than 26,500 students.

We pride ourselves in educational excellence, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science across seven schools. New courses in emerging areas, including artificial intelligence, data science, digital business and pharmaceutical science, expand our range of internationally-recognised degrees for a changing world. We invest in constantly

upgrading our facilities to incorporate cutting-edge teaching and learning technology to enhance our students' and staff's experience.

In line with Monash University's strategic plan, Impact 2030, our research focuses on issues of national and global significance. We strive to formulate and implement solutions that could mitigate the effects of climate change, promote geopolitical security in the ASEAN region and improve health and wellbeing to enable communities to thrive. Our research projects and researchers are making long-term and sustainable impact across health, economics, policy, technology, the environment and society at large. We also offer a broad range of world-class infrastructure and services to support the needs of the research community and industry.

Our campus is located in Greater Kuala Lumpur, one of the region's industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research are oriented towards deep engagement with this dynamic socio-economic and industrial landscape.

Monash University Malaysia is committed to delivering quality education and research to address the global challenges of our time, and we have ambitious plans to reach our goals. Join us as we make a positive difference for the betterment of communities worldwide.

For further information, please visit www.monash.edu.my.

Jeffrey Cheah School of Medicine and Health Sciences was established in 2005. The School's vision is to become a leading medical school in Asia, as measured by the quality and impact of its teaching and research, and, through these, to engage with and serve the community. By pursuing this vision, the school contributes to the University's mission to improve the human condition by advancing knowledge and fostering creativity.

The School offers the Bachelor of Medical Science and Doctor of Medicine, Bachelor of Human Nutrition, Bachelor of Psychology and Business, Bachelor of Psychology, Bachelor of Psychology (Honours), Bachelor of Medical Science (Honours), Master of Professional Counselling, Master of Biomedical Science and Doctor of Philosophy (PhD) programs.

Delivery of the medicine program is spread over several locations with the first two years being taught at the Monash University Malaysia at Main Campus in Bandar Sunway, Selangor while the subsequent three years being taught at the Clinical School in Johor Bahru.

For more information, please visit: https://www.monash.edu.my/jcsmhs

The South East Asia Community Observatory (SEACO) is a major new initiative of Monash University. SEACO is a university research platform managed by the Jeffrey Cheah School of Medicine and Health Sciences, and is in the district of Segamat in Johor.

For more information, please email to: www.monash.edu.my/seaco

POSITION PURPOSE

This position is responsible for the project "Heat Care at SEACO" funded by Wellcome Trust. The purpose of this study is to implement and evaluate behavioural and structural (cool roof) heat adaptation interventions to help manage the health effects of heat. To accomplish this goal, the study will employ design research, and causal impact research, as well as elucidating pathways of effectiveness, and cost-effectiveness.

- **Reporting line:** The position holder reports to the Project Leader and director of SEACO

- **Supervisory responsibilities & definitions** : Not Applicable

- **Financial delegation:** Not applicable
- **Budget responsibilities:** Not applicable.

KEY RESPONSIBILITIES

The occupant will also provide significant support to research by performing a range of research related tasks including:

- Conduct literature search, and assist in statistical analysis and preparation of manuscripts and reports.
- Provide significant assistance in the preparation of documentation for further grant applications, research ethics applications, and research and conference papers.
- To assist the research team in the implementation of community-based heat adaptation interventions.
- Prepare documentation of the project research output and performance for Malaysia Research Assessment (MyRA) report
- Keep abreast of developments, activities, and protocols in area of expertise through liaison with research supervisor and peers, reading relevant literature and attendance at meetings and research seminars.
- Comply with University policy, procedure, and protocols in relation to the nature of the research being conducted.
- Other duties as required within the scope of the classification of this position.

KEY SELECTION CRITERIA

Education / Qualifications
1. The candidate will have:
    · a degree or master's degree in a relevant field (public health, biomedical science, social science, engineering) with subsequent relevant experience, or
    · extensive administrative experience, or
    · an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills
1. Excellent written and oral communication skills in English. A working knowledge of any one of the major languages spoken in Malaysia would be an advantage.
2. Good interpersonal and EQ skills to manage key stakeholder relationships and people from a diverse range of backgrounds tactfully and courteously.
3. Proven organisational and time management skills with a record of successfully prioritizing, coordinating and/or supporting projects through to completion in accordance with agreed standards, timeframes and other performance indicators.
4. Strong software competency and proficiency with digital communication tools for quantitative and qualitative data analysis (Statistical Package for the Social Sciences (SPSS), R software for data analysis, or STATA or NVivo.)
5. Demonstrated high level of computer literacy and proficiency in the production of quality work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages and computer programming languages.
6. Excellent problem-solving skills and the ability to identify and recommend solutions to challenging issues.

7. Demonstrated ability to exercise substantial levels of independence, judgment, initiative and passion in research.
8. Experience and an ability to effectively analyse information and produce clear, succinct reports and documents

Desirable
1. Planning and organizational skills, with the ability to prioritize multiple tasks, and meet deadlines.
2. Hands-on and resourceful, willing to roll up his/her sleeves and do what is necessary
3. Awareness and commitment to the Principles of Responsible Management Education (PRME).
4. Prior experience in conducting research is an advantage.
5. Able to work under minimum supervision.
6. Required to maintain a high level of professionalism and confidentiality.

OTHER JOB RELATED INFORMATION

- Travel outside of the campus is required.
- Work outside of normal business hours may be required.
- The project will be conducted in Segamat district. The candidate is expected to relocate to the Segamat district.

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.