



SENIOR RESEARCH OFFICER

DEPARTMENT/UNIT	Institute for Safety, Compensation & Recovery Research (ISCRR)
FACULTY/DIVISION	Office of the Pro Vice-Chancellor (Research)
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	553 St Kilda Road or ISCRR's Geelong Office (1 Malop St, Geelong)

ORGANISATIONAL CONTEXT

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.

The **Provost and Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the University's academic strategy and priorities with a view to improving the education and research performance of the University; oversight of faculties, academic related portfolios and university-wide centres and institutes; oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

The **Vice-Provost (Research)** makes a significant contribution to the University's commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University's research endeavours. Responsibilities include enhancement of the University's research performance; ensuring responsible research practice, integrity and compliance with the Australian Code for the Responsible Conduct of Research; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The **Institute for Safety Compensation and Recovery Research (ISCRR)** was established in 2009 and is a collaboration between Monash University and WorkSafe Victoria (WorkSafe). WorkSafe is the state's regulator of workplace health and safety and workers' compensation system. ISCRR is a multi-disciplinary research and knowledge translation institute that has developed an innovative collaborative research model, which seeks to create knowledge and influence thinking so that people can lead healthier lives. ISCRR conducts and facilitates research that supports WorkSafe to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.

POSITION PURPOSE

The **Senior Research Officer** is a critical role within ISCRR's Research team. The role is responsible for leading and delivering a range of rapid systematic evidence reviews and related synthesis activities aimed at helping to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.

The Senior Research Officer operates with excellence and expertise as an advisor in the area of systematic review methodology, to ensure the delivery of high-quality research and associated outputs that are tailored to the end-user and will support the adoption and impact of our research.

This includes undertaking a program of evidence reviews and other research projects in collaboration with industry partners. Responsibilities include preparing research reports, developing research protocols and procedures, undertaking complex analysis and providing expert advice and training to researchers within the Institute.

Reporting Line: The position reports to the Research Lead under broad direction with a degree of autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Lead all stages of ISCRR evidence review and synthesis projects from development to final delivery, including project planning and design, conducting all stages of reviews, interpretation and dissemination to our funding partners and their stakeholders via ISCRR's research translation approaches
2. Design and undertake high quality rapid systematic evidence reviews and related syntheses on topic areas of relevance to ISCRR's industry partners including clinical effectiveness studies, utilising a range of rapid, systematic review methodologies. Grey literature searching and interviewing of experts in the field may also be required in relevant projects
3. Prepare and provide advice on clear, concise and high-quality reports, presentations and other related outputs that are tailored to the target audience, and effectively communicate complex scientific and related information to lay audiences utilising ISCRR's research translation approaches
4. Develop and deliver peer-reviewed papers and conference abstracts
5. Build and maintain relationships with ISCRR research, policy and industry stakeholders
6. As ISCRR's expert in rapid systematic reviews, provide advice and recommendations for the design and implementation of initiatives and methodology for enhancing ISCRR's research program and building capacity within ISCRR and our funding partners, taking a continuous improvement approach
7. Review draft reports and associated outputs produced by other researchers and provide feedback to ensure the delivery of clear, concise reports that meet the needs of ISCRR's partners
8. Maintain up to date technical knowledge of new and emerging methods for, and translation of, evidence reviews, syntheses and literature searching, and apply these to ISCRR in collaboration with the Research team
9. Provide expert input into strategic development initiatives and the preparation of research funding proposals
10. Mentor and support research colleagues in rapid systematic review and research methodology

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A PhD in a health-related discipline with subsequent substantial relevant work experience; or
 - progress towards postgraduate qualifications and extensive relevant experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Extensive understanding and experience in conducting all aspects of systematic, rapid and general literature reviews
3. Demonstrated excellence in written and verbal academic communication and research productivity, as demonstrated through a track record of peer reviewed research publications (first author) and conference participation
4. Strong analytical skills, with a proven ability to critically analyse complex and diverse information from published scientific and non-scientific materials
5. Demonstrated project management skills with a proven record of successfully managing projects from scope development through to completion to meet project objectives, in accordance with agreed processes, timeframes and budgets
6. Demonstrated experience and skills in the production of clear, succinct high-quality outputs, including reports, summaries, publications and presentations, tailored to effectively communicate to a range of audiences
7. Exceptional verbal communication skills, including the ability to provide authoritative advice and effectively present complex research messages with a range of stakeholders and end-users including staff, WorkSafe, researchers, healthcare professionals, people with health conditions and the public
8. Strong interpersonal and relationship management skills with an ability to communicate and build lasting relationships with a broad range of stakeholders from academia, government and industry
9. Demonstrated experience in supervising, mentoring and supporting research staff to deliver service excellence and continuous improvement
10. The ability to work independently in a research environment and as part of an inter-disciplinary team
11. Experience using clinical terminology and/or conducting research in a health or healthcare related field

OTHER JOB RELATED INFORMATION

- The position can be based at either the Institute's Melbourne or Geelong office, however some travel between the two offices is required. Monash supports a hybrid working model with working from home as an option
- Travel to other campuses of the University as well as to off-site venues 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

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.