



## POSITION DESCRIPTION

Social Work - Health Sciences  
BU 1960

### Research Assistant / Data Analyst

POSITION NO	0054657
CLASSIFICATION	Research Assistant RA1-RA2
SALARY	\$68,742 - \$70,982 p.a. (pro rata)
WORKING HOURS	Full-time (part-time also available)
BASIS OF EMPLOYMENT	Fixed-term position available for 6 months
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Kristin Diemer Tel +61 0413 047 277 Email <a href="mailto:kdiemer@unimelb.edu.au">kdiemer@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The research team working on violence against women and children at the University of Melbourne, Department of Social Work is seeking experienced quantitative researchers/ data analysts to perform data analysis on large national datasets across multiple countries in the Pacific.

There are multiple data sets available for secondary analysis including [UNICEF MICS](#) using the [DHS DV module](#), National Census Data, and Household Income and Expenditure surveys (HIES). Secondary analysis will be on the topics of domestic violence, gender, youth and disability.

As there are multiple data sets available, there are multiple positions available. The successful applicants will have experience working with at least one of these national data sets in either SPSS or STATA. Most analysis will be descriptive, but some statistical knowledge would be an advantage. The duties will include data checking, analysis and interpretation of data as well as translating the data into stakeholder reports by producing tables and figures. Experience with data visualisation would be an advantage.

It is expected that the successful applicant would be able to work both independently and directly to the project manager. Good time management is essential with some initial reporting required by the end of 2021.

The program of research will extend into 2022 and this contract will be offered for a minimum of 3 months with extensions probable as we negotiate 2022 workplans. Our research team sits within a larger group of researchers in the Melbourne Alliance to End Violence Against Women <http://maeve.unimelb.edu.au/>.

## ***1. Key Responsibilities***

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Working with the domestic violence research team in the Department of Social Work
- ▶ Attending weekly project meetings
- ▶ Quantitative data analysis in SPSS or STATA
- ▶ Preparation of data tables and graphs for reports & presentations

### **1.2 ENGAGEMENT**

- ▶ Facilitate and support strategic partnerships.
- ▶ Contribute to the Department's portfolio of projects and external relations activities.

### **1.1.SERVICE AND LEADERSHIP**

- ▶ Proactive problem solving
- ▶ Leading data discussions with project stakeholders in plain English
- ▶ Contribute to the Department of Social Work through participating in staff and other committee meetings, strategic planning, and policy development.
- ▶ Other duties commensurate with the position as directed by the Supervisor.

### 1.3 RESPONSIBILITY AND COMPLIANCE

- ▶ Be involved in reporting as required
- ▶ Administrative support as required
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Experience with at least one of the data file types (MICS, Census, HIES)
- ▶ Advanced experience in data analysis with SPSS or STATA
- ▶ Advanced experience in data checking and analysis
- ▶ Attention to detail
- ▶ Ability to work independently and keep to timelines
- ▶ Flexibility to respond to project manager needs as required
- ▶ Desire to learn about and work in the area of violence against women and children across the Asia-Pacific region

### 2.2 DESIRABLE

- Experience in analysis on the subjects of gender-based violence, disability and youth issues
- Experience in report writing
- Experience in collaborating with international stakeholder groups and data owners to understand local context for analysis and key messages
- Some knowledge of statistics for significance testing
- Able to conduct a regression analysis

## 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 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 strive for excellence and reach the targets of Growing Esteem.

## ***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:

<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.

## ***5. Other Information***

### **5.1 DEPARTMENT OF SOCIAL WORK**

<http://healthsciences.unimelb.edu.au/departments/socialwork>

Social Work was established at The University of Melbourne in 1940 and continues to be one of the leading departments in the Asia-Pacific region. In July 2009, Social Work became a Department of the School of Health Sciences, in the Faculty of Medicine, Dentistry and Health Sciences.

Social Work has a significant research profile and close local and national links with key human service agencies in the government and non-government sectors, social work professional bodies and other major social work schools internationally.

Since 2008 the Social Work has been offering a qualifying Master of Social Work Degree as well as several specialist Masters post-qualifying courses. In 2016, in a new development for the Department, it began offering online post-qualifying courses. Social Work also has a long standing, strong and vibrant PhD program focused on training future leaders in the profession and academia. As noted earlier, the major research themes within Social Work are child and family welfare (particularly domestic and family violence prevention), health, mental health and disability, and criminal justice

### **5.2 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>.

### 5.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities,

connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

#### 5.4 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 <http://www.unimelb.edu.au/governance>