



## POSITION DESCRIPTION

Faculty of Veterinary and Agricultural Sciences  
Melbourne Veterinary School

### Research Assistant (Equine Limb Injury Prevention Program)

|                            |  |
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| POSITION NO                | 0056926  |
| CLASSIFICATION             | Level A  |
| SALARY                     | \$77,171.00 - \$104,717.00 (pro rata for part-time)  |
| SUPERANNUATION             | Employer contribution of 17%   |
| WORKING HOURS              | Full-time / part-time (0.6 to 1.0 FTE)   |
| BASIS OF EMPLOYMENT        | Fixed-term position available up to 31 December 2023   |
| OTHER BENEFITS             | <a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.   |
| CONTACT FOR ENQUIRIES ONLY | <p>Professor Chris Whitton<br/>Tel +61 3 397 312 268<br/>Email <a href="mailto:cwhitton@unimelb.edu.au">cwhitton@unimelb.edu.au</a></p> <p>Dr Peta Hitchens<br/>Tel +61 3 488 776 792<br/>Email <a href="mailto:phitchens@unimelb.edu.au">phitchens@unimelb.edu.au</a></p> <p><i>Please do not send your application to this contact</i></p> |

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 Assistant (Equine Limb Injury Prevention Program) is responsible for contributing to research at the University of Melbourne's Faculty of Veterinary and Agricultural Sciences, Melbourne Veterinary School. The primary responsibility of the Research Assistant is to assist and support the postdoctoral fellows and senior academic researchers involved in the Equine Limb Injury Prevention Program within the Equine Lameness and Imaging Centre of the Melbourne Veterinary School. The role provides research support including but not limited to data management and analysis, and report writing in support of multiple research projects being conducted in collaboration with the horse racing industry, both nationally and internationally.

The Research Assistant takes direction from the senior investigators of the research program and is required to work with initiative, maturity, discretion and teamwork.

As with all University staff, the effective promotion of positive engagement in learning and career development of self and others, and actively promoting equity, diversity and inclusion consistent with the University values is an expectation of this role.

The position is primarily located as the University of Melbourne's Werribee campus, but may be required to travel to other sites, particularly Parkville.

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

The University of Melbourne sets 'Minimum Standards for Academic Levels' (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

Below is the MSALs for Level A academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.

#### *Level A – Tutor, Research Assistant (Grade 2), Research Fellow (Grade 1)*

A level A academic will work with the support and guidance from more senior academic staff and will work under the supervision of academic staff at level B and above.

A level A academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.

A level A academic will contribute to teaching at the institution (at a level appropriate to the skills and experience of the staff member) and/or undertake research and/or engage in professional activities appropriate to his or her profession or discipline.

They will undertake administration primarily relating to their activities at the institution.

The contribution to teaching and supervision of students of level A academics will be primarily at undergraduate and graduate diploma level.

The results of research conducted may be published as sole author or in collaboration.

#### **1.1 TEACHING AND LEARNING**

- ▶ This is an Academic Research position and there is no expectation to teach, however, the position may contribute to teaching activities from time to time.

## 1.2 RESEARCH AND RESEARCH TRAINING

Under general direction, guidance, and support from the senior academic researchers of the research program, the Research Assistant:

- ▶ Is expected to significantly contribute towards the research effort of the team and is encouraged to develop their own research expertise with an increasing degree of autonomy.
- ▶ Contribute to the collection, collation, management and analysis of large quantities of data, mostly generated by the racing industry.
- ▶ Contribute to academic papers and other scholarly outputs to a high academic standard.
- ▶ Actively participate in research seminars and conferences to disseminate research findings as opportunities arise.
- ▶ Contribute to the preparation of research proposal submissions to internal or external funding bodies as relevant.
- ▶ Undertake administrative functions and obligations primarily connected with the research program.
- ▶ Engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.

## 1.3 LEADERSHIP AND SERVICE

- ▶ Lead by example and ensure the values, standards and expectations for appropriate behaviour in the workplace and the best interests of a leading university are upheld as well as the University's commitment to a diverse and inclusive workplace.
- ▶ Engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.
- ▶ Expand the knowledge of the discipline which impacts the field.
- ▶ Contribute to, or present research to the public to elevate public awareness of educational and scientific developments, and promote critical enquiry and public debate within the community where appropriate
- ▶ Contribute to and participate in committees, events such as Discovery Day and other activities at the Faculty level.
- ▶ Effectively demonstrate and promote the University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Promote student wellbeing and ensure students are aware of University support services, working in collaboration or seeking advice from more senior staff.

## 1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Actively participate in the University's Performance Development Framework (PDF).
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ 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 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:

- ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
- ▶ Create ethics applications and report to the ethics committees as relevant to the position.

## **2. Selection Criteria**

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

### **2.1 ESSENTIAL**

- ▶ A PhD (or near completion of a PhD), Masters or completion of a degree with subsequent relevant experience and/or an equivalent combination of relevant experience and/or education/training in the research areas of data science or epidemiology or related discipline.
- ▶ A demonstrated aptitude for research, or research experience in the fields of either: Data Science, Epidemiology, Computational Modelling, or Mathematical Modelling.
- ▶ Demonstrated ability to work with large datasets including collection, collation, management and/or analysis.
- ▶ Demonstrated ability to prepare research reports and/or manuscripts for publication.
- ▶ Excellent interpersonal and both written and oral communication skills in English.
- ▶ Excellent ability to work co-operatively and positively in a multi-disciplinary research-based team environment and liaise with people from diverse backgrounds.
- ▶ Demonstrated ability to be flexible and self-motivated.

### **2.2 DESIRABLE**

- ▶ Demonstrated ability to engage with relevant professional and equine or racing industry bodies and stakeholders to foster collaborative partnerships.

### **2.3 SPECIAL REQUIREMENTS OF THE ROLE**

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses or assist in field work as required.
- ▶ There may be a requirement to work outside standard working hours.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

### ***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 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 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 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES**

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

The Faculty of Veterinary and Agricultural Sciences is a leader in agricultural, food and veterinary science education and research in Australia.

The faculty comprises the Melbourne Veterinary School and the School of Agriculture and Food. The faculty operates across three campuses: Parkville, Werribee and Dookie. We acknowledge and pay respect to the traditional owners of the lands upon which these campuses are situated, the Wurundjeri and Boon Wurrung peoples and the Yorta Yorta Nation. In addition to education and research, the faculty operates a veterinary hospital at Werribee, a broadacre farm at Dookie, and an equine hospital in Shepparton.

As a faculty within the University of Melbourne, we share the core purpose of benefiting society, and the guiding aspiration to be a world-leading and globally connected

Australian university with students at the heart of everything we do. We are dedicated to improving animal health, sustainable agricultural practice and food security through cross-disciplinary and collaborative research. Our focus on quality teaching spanning agricultural, food, and veterinary sciences, aims to equip tomorrow's leaders with the skills and knowledge to solve global issues. The faculty aspires to be the destination of choice in Australia and one of the finest in the world in the fields of agriculture, food, animal health and veterinary sciences for students, teachers, researchers, collaborators and investors.

Our research capabilities and expertise are focused on solving real-world problems and creating healthier and more productive communities and environments, both in Australia and globally. Interdisciplinarity and cooperation between our research disciplines underpin the faculty's One Health approach – recognising the inextricable link between human, animal, plant and environmental health. The faculty has particular research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat), animal welfare, soil and plant sciences, agricultural innovation and sensory food science. We have strong links with industry, policy makers, other research institutions and the wider community.

The faculty provides the only professional-entry veterinary medicine program in Victoria and offers one of the most comprehensive educational programs in agricultural and food science in Australia. Our programs range from custom-education short courses to masters courses and cover a wide variety of undergraduate and postgraduate subjects across agriculture, food, and veterinary science. Our flagship courses are the Bachelor of Agriculture, the Master of Agricultural Sciences, the Master of Food Science, and the Doctor of Veterinary Medicine.

## 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 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.

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