



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

Department General Practice
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant in data management and analysis

POSITION NO	0050399
CLASSIFICATION	Research Assistant, Level A
WORK FOCUS CATEGORY	Research Focused
SALARY	\$72,083 - \$97,812 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term for 12 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , 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	Dr. Christine Hallinan Data Science and Statistics Lead Email: hallinan@unimelb.edu.au Phone: +61 3 83446061 <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

Future Health Today (FHT) is a proactive digital health intervention for primary care which will redesign the discovery and management of chronic disease at scale for Victorians. The position is philanthropically supported and involves a collaboration between the University of Melbourne and Western Health. The incumbent will perform data curation work across multiple general practice electronic datasets to inform the Future Health Today program of work. This position will work closely with and report directly to the FHT Data Science and Statistics Lead.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our staff to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Perform data curation, cleaning, validation, and analysis, using statistical software such as Stata and R under supervision.
- ▶ Extract and transfer data across multiple platforms whilst ensuring the integrity of the databases
- ▶ Prepare (e.g. label, derive key variables, transform, merge, append) data sets for statistical analysis in health services research.
- ▶ Continuously develop the data management strategy, related data dictionaries and codebooks, and the documentation related to the data management procedures.
- ▶ Develop a deep understanding of clinical health data contained in different general practice electronic management record (EMR) systems.
- ▶ Adhere to and maintain research protocols and storage of research data in keeping with the Department and University's requirements for the storage of such data, including privacy and confidentiality requirements.
- ▶ Assist in the preparation of material, including graphical and tabular presentations, for journal submissions, meetings, presentations and other output as needed.
- ▶ Active participation in the communication and dissemination of research where appropriate.
- ▶ Provide advice and assistance where needed on data management, statistical software, and methods of analysis to the project teams, students and collaborators.
- ▶ Ensure that data, including confidential records in areas of responsibility, are maintained appropriately, accurately and securely.

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate at research theme and departmental meetings.

- ▶ Contribute to and participate in the Department of General Practices' research training program, such as participating in the delivery of the computer-based training workshops (Stata, R).
- ▶ Identify sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice in the discipline.
- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ PhD, or substantial progress towards PhD or Master's degree in biostatistics, health informatics, data science or closely related discipline.
- ▶ Demonstrated experience of quantitative data management processes, including data manipulation, data storage, security, retrieval, query and reporting, while maintaining transparency for key researchers.
- ▶ Good understanding of the principles of common statistical methods (e.g. regression analysis).
- ▶ Excellent problem-solving skills with the ability to take initiative undertake tasks with increased autonomy
- ▶ A high level of organisation skills, ability to prioritise and manage competing work demands with excellent attention to detail.
- ▶ Demonstrated computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs (such as STATA or R), with the capability and willingness to learn new packages as appropriate.
- ▶ Demonstrated ability to contribute to independent and team-based research in health research.
- ▶ Excellent interpersonal, written and verbal communication skills and ability to work effectively as part of a research team.
- ▶ Strong evidence of ability and desire to build an academic career trajectory.
- ▶ Working knowledge of ethical and research governance in health-related research.

2.2 DESIRABLE

- ▶ Experience with applying statistical methods in medical and health research.
- ▶ Clinical background in medicine, nursing, pharmacy or other allied health disciplines.
- ▶ Experience working with electronic medical records or data extracted from electronic medical records.

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/topics/responsibilities/>

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

www.gp.unimelb.edu.au

The Department of General Practice originated as a unit within the Department of Community Medicine in 1977. It was established as a separate department within the School of Medicine in 2001 and established the Primary Care Research Unit (PCRU) as a centre of excellence in primary care research, research training and knowledge exchange in 2006. The Department has 55 (full time equivalent) staff supported by an operating budget of \$7 million and research income of approximately \$7.1 million annually.

With an increased profile within the Melbourne Medical School, the Department has utilised its growing network of general practitioners (GPs) and primary health care providers in the community to ensure that University of Melbourne medical students are provided with quality community-based medical education. The Department delivers

postgraduate training for primary care nurses, and research training for medical, honours, masters (3) and PhD students (28). For more than 20 years, the Department has run a very successful General Practice academic registrar program.

The Department has a successful Primary Care Research Unit (PCRU), including a Clinical Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our PATRON Community of Practice, where de-identified electronic practice data are stored to drive impactful research to advance primary care policy and practice. Our cross-cutting research themes include clinical data analytics, implementation science and health services research. Central to our work is understanding the patient and practitioner experience and through co-production methodologies involving them in identifying the challenges, and designing and testing solutions. Using clinical data analytics, we explore patient pathways through health care and describe the epidemiology of health and disease in primary care. With a focus on primary care innovation, we develop, test and implement simple and complex interventions including digital technologies, such as a range of risk stratification and point-of-care decision making tools. The Department also has successful research programs in specialised areas in Cancer; Children and Young People's Health; Diabetes and Cardio-Metabolic Conditions; Mental Health; and Abuse and Violence.

5.1 MELBOURNE MEDICAL SCHOOL

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

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630M with approximately 55% of this income related to research activities. The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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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 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.

5.5 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 <http://www.unimelb.edu.au/governance>