



POSITION DESCRIPTION

Department of General Practice, Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Research Support Officer

POSITION NO	0051290
CLASSIFICATION	UOM 5
SALARY	\$ 73,396 - \$ 84,303 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 2 years Fixed term contract type: Externally funded contract employment
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 , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Prof Jon Emery Email: jon.emery@unimelb.edu.au <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

Position Summary

The Primary Care Cancer Research Group is a dynamic and collaborative team led by Prof Jon Emery in the Department of General Practice, within the University of Melbourne Centre for Cancer Research at the Victorian Comprehensive Cancer Centre. The Primary Care Cancer Research team is focused on improving outcomes for cancer patients across the cancer continuum from cancer prevention through to survivorship. Key areas of the research program include bowel cancer screening, genomic testing, early diagnosis of melanoma and the potential of data-linkage to enable large-scale studies that help provide a better view of populations across our healthcare system.

The Research Support Officer is required to provide administration duties and research support primarily across two randomised controlled trials (RCT) within the Primary Care Cancer Research Group, The SCRIPT Trial and The PRESIDE Trial. The SCRIPT Trial funded by Cancer Australia is testing the implementation of a novel polygenic risk score to tailor colorectal cancer screening in primary care addressing the implementation challenges of precision cancer screening. The PRESIDE Trial is a collaborative mental health study funded by a dedicated grant from the Medical Research Future Fund and is investigating DNA testing to inform selection and dose of antidepressants in people with moderate to severe depression in general practice.

This is a varied role and would provide the right candidate an opportunity to develop their skills and experience in a research environment. The Research Support Officer will also be expected to undertake other administrative duties across the Primary Care Cancer Research Group as required and participate in the Centre for Cancer Research events.

Key Responsibilities

- ▶ Assist with recruitment, consent and randomising participants into the trials, and administer the intervention appropriately and consistently.
- ▶ Work with a team of researchers within the context of a general practice clinic.
- ▶ Assist other members of the cancer team in carrying out research in order to work as a team and further the group's research output.
- ▶ Provide administrative support to ensure efficient running of day to day operations of the clinical trials including incoming and outgoing mail and emails, facilities, resources and equipment coordination.
- ▶ Assist with conducting and analysing trial data focused on completion of research project aims.
- ▶ Maintain confidential, accurate and detailed records consistent with high quality research.
- ▶ Provide secretariat support for committees, boards etc. including the preparation of all documentation, minutes where required and liaising with key stakeholders.
- ▶ Actively participate in Department of General Practice and Centre for Cancer Research seminars and meetings.

- ▶ Undertake an involvement in professional activities, including, subject to the availability of funds, attendance at and contribution to conferences and seminars in the relevant field of expertise as directed.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ Completion of a relevant degree (public health, nursing, biomedical science, psychology) or related field or an equivalent combination of relevant experience and/or education/training.
- ▶ High level organisational, administrative and computer (Microsoft Office suite) skills.
- ▶ Excellent time management skills and the ability to prioritise competing demands
- ▶ Excellent interpersonal skills and demonstrated ability to work effectively within a team.
- ▶ Excellent written and verbal communication skills, including cross-cultural communication skills and the ability to communicate effectively with diverse stakeholders, transcription, editing and proofreading skills and attention to detail.
- ▶ Ability to exercise independent judgement and personal initiative to constructively solve problems and make effective decisions based on knowledge of policy and procedures, relevant events and strategic priorities.

1.2 DESIRABLE

- ▶ Experience in primary care or clinical research

2. Job Complexity, Skills, Knowledge

2.1 LEVEL OF SUPERVISION / INDEPENDENCE

You will undertake related tasks as requested by your supervisor. You are expected to plan, organise and schedule routine work independently to ensure deadlines are met. Initiative is required to prioritise work and solve simple problems. A degree of independence is required once tasks are mastered, however complex issues are to be referred to the supervisor.

2.2 PROBLEM SOLVING AND JUDGEMENT

The Research Support Officer is expected to exercise judgement relevant to the responsibilities of the role in performing routine duties and when necessary, refer more complex research work to their supervisor. The incumbent is required to build and manage relationships with a wide range of stakeholders.

2.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have sound knowledge of administrative processes and is expected to contribute as a team member to processes, interpret and implement policy and/or internal procedures and carry out other duties as required.

The incumbent must comply with Faculty and University policies and procedures.

2.4 RESOURCE MANAGEMENT

The incumbent is responsible for efficient time management and effective use of work resources.

2.5 BREADTH OF THE POSITION

The position will work within the Primary Care Cancer Research team within the Department of General Practice. The role will be required to liaise with students and staff across all levels of the Department, Faculty, University community and wider community.

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 deserve to service 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 THE DEPARTMENT OF GENERAL PRACTICE

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.

5.2 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.

5.3 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 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.

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.

5.4 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>

5.5 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.

5.6 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>