



POSITION DESCRIPTION

Melbourne Academic Centre for Health
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant in Women's and Newborn Health

POSITION NO	0049194
CLASSIFICATION	Research Assistant, Level B
SALARY	\$102,967 - \$122,268 p.a. (pro rata).
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 20 months. Fixed term contract type: Externally funded.
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	Ms Heather Whipps Tel +61 3 8344 9973 Email: heather.whipps@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 websites:
about.unimelb.edu.au/careers

Position Summary

The MACH is an NHMRC-accredited joint venture between Victoria's top healthcare providers, medical research institutes and the University of Melbourne.

At the MACH, our responsibility is to facilitate collaboration between academia and healthcare to accelerate the translation of innovative research into clinical care and better patient outcomes. We do that by convening theme-driven committees made up of leading experts from across the MACH network, among other activities. The Women's and Newborn Health (WNH) subcommittee is comprised of obstetricians, gynaecologists and paediatricians and has a mandate to guide innovative research programs leading to improved care and health for mothers and babies.

The WNH has recently received a Medical Research Future Fund (MRFF) grant to undertake an innovative research project exploring how at-risk mothers and babies are identified and tracked after delivery: the "Find and Follow" project. During pregnancy, there is no standardised approach to identifying and following up infants after a *prenatal diagnosis of congenital abnormality*. After birth, there is no standardised approach to identifying and following up *high risk newborns*. Both groups are at risk of poor outcome, yet there remains a disconnect between this research knowledge and clinical practice.

A Research Assistant with experience in multidisciplinary research, health services and guideline development is required to work on this MRFF-funded project. We need to know what is currently happening with follow-up of 'high risk' pregnancies and 'high risk' newborns, many of whom will be cared for in MACH hospitals. This will involve interviews and surveys with both health care practitioners and families. This is key to capturing the unmet health needs of these at-risk groups, in order to offer targeted surveillance and care. This is the aim of **'find and follow'**.

This information is key to developing (i) standardised database, (ii) clinical algorithm and (iii) education programs. This will inform care, streamline follow-up services, improve quality of follow-up, and improve patient and family satisfaction. These findings will inform care and follow-up of high-risk pregnancies and newborns, applicable across/beyond MACH sites.

Identifying current gaps in care will enable us to:

- 1) *Develop a standardised approach to families with congenital abnormalities*. This will optimise pregnancy care, and ensure seamless newborn follow-up;
- 2) *Streamline current follow-up services for high risk newborns*. Education of health services will result in more timely targeted interventions and optimise child outcomes.

The Research Assistant will be responsible for working across all MACH sites (and partners in the private sector) to scope existing gaps in 'finding and following' high risk fetuses and newborns, in addition to high risk pregnancies. This person will need to summarise the gaps and assist with development of an evidence-based guideline for implementation through education. This project may inform the development of finding and following up other projects relevant to women's and newborn health. Other administrative duties will include, but are not limited to: developing surveys and questionnaires, development and maintenance of the database, liaising with relevant clinical leaders in the MACH centres, and with the project leads.

The University of Melbourne acts as the administrative and infrastructural support for the MACH and thus you will be a University of Melbourne employee. University employees working for MACH are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to MACH policies and procedures, but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at MACH, you will be subject to the reasonable control and direction of MACH and its project leaders. You consent to the University disclosing to MACH your personal employment information solely for the purposes of facilitating your secondment to MACH, and that such disclosure will not be a breach of any of your privacy rights.

This position reports to the Principal Investigator Professor Sue Walker, Head of Obstetrics and Gynaecology at the University of Melbourne and Head of Perinatal Medicine at Mercy Health.

Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Scope current practice in finding and following high-risk pregnancies and newborns across 5 MACH hospitals, including current care pathway during pregnancy, paediatric follow-up for post-discharge care for the first two years.
- ▶ Assist in the development of guidelines for structured program of post-discharge follow up for high risk newborns, including an education package for health providers.
- ▶ Assist in the development of guidelines for data reporting and care pathway for families with a diagnosis of congenital abnormality including an education package for health providers.
- ▶ Report to MACH health services regarding existing practice in follow up of high-risk newborns and pregnancies.
- ▶ Assist in the preparation of documents required for ethics and governance submission in accordance with committee requirements.
- ▶ Assist in administrative, monitoring and reporting functions as required by the research funders.
- ▶ Manage data to facilitate accurate research project conclusions.
- ▶ Develop and maintain effective working relationships with clinical teams and other internal and external stakeholders.
- ▶ Conduct basic data analyses independently, and more complex data analyses under the supervision of the Principal Investigator, using specialised programs for qualitative/quantitative data assessment such as SPSS or STATA.
- ▶ Steady development of an academic research profile in the area of women's and newborn health.
- ▶ Contribute to publications arising from scholarship and research, such as publication of books and in peer reviewed journals
- ▶ Active participation in the communication and dissemination of research where appropriate.

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate at project team and/or division meetings and with guidance, contribute to planning activities or committee work to support capacity-building.
- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Effective demonstration and promotion of MACH and University values including diversity and inclusion and high standards of ethics and integrity.

1.3 OTHER REQUIREMENTS

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.
- ▶ Any other duties as reasonably requested, consistent with the classification of this position.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours) in behavioural or social sciences or a related discipline.
- ▶ A strong interest in women's and/or newborn health and an understanding of related diagnoses and disorders.
- ▶ Demonstrated understanding of the conduct of quantitative and qualitative research including the collection, collation and management of human research data, and an awareness of the principles underpinning Good Clinical Practice.
- ▶ Strong ability and desire to build an academic or research career trajectory.
- ▶ Excellent verbal and written communication skills for effective research collaboration and engagement.
- ▶ Excellent organisation and time management skills.
- ▶ Flexible and responsive to changing priorities.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and statistical packages such as IBM SPSS statistics or STATA.

2.2 DESIRABLE

- ▶ Experience of working in an obstetric or paediatric setting.

2.3 SPECIAL REQUIREMENTS

- ▶ Unrestricted right to work in Australia.
- ▶ Some out of hours work may be required.
- ▶ This position will involve travel to relevant MACH sites.
- ▶ All workplaces and the surrounding site are non-smoking environments.

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 MELBOURNE ACADEMIC CENTRE FOR HEALTH

www.machaustralia.org

The Melbourne Academic Centre for Health (MACH) is a joint venture between Victoria's top healthcare providers, medical research institutes and the University of Melbourne.

Established in 2014, MACH have established an integrated program of discovery, innovation and clinical implementation, with a focus on improving patient outcomes.

The objectives of the MACH are to:

- i) Facilitate collaboration between the partners to conduct research and trial initiatives that will lead to better health outcomes and patient experiences;
- ii) Promote best practice in healthcare and community and public health;
- iii) Promote and build the research capacity of our Partners;
- iv) Provide policy advice to governments, and;
- v) Work cooperatively with governments and other organisations to improve health outcomes and patient experiences.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & 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 \$628m 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.

5.3 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>