



## POSITION DESCRIPTION

Centre for Health Policy  
Melbourne School of Population and Global Health  
Faculty of Medicine, Dentistry and Health Sciences

### Research Program Officer

POSITION NO	0057485
CLASSIFICATION	Research Assistant Grade 2/Research Fellow Grade 1, Level A
WORK FOCUS CATEGORY	Research Focused
SALARY	\$77,171 – \$104,717 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term position available for 12 months
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	Prof. Kim Dalziel ( <a href="mailto:kim.dalziel@unimelb.edu.au">kim.dalziel@unimelb.edu.au</a> ; Tel +61 (0)401591310) or A/Prof Ilias Goranitis ( <a href="mailto:ilias.goranitis@unimelb.edu.au">ilias.goranitis@unimelb.edu.au</a> ; Tel +61 (0)401591310)

*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## ***Position Summary***

Within the Melbourne School of Population and Global Health there is an active health economics unit (HEU) as part of the multi-disciplinary Centre for Health Policy.

An exciting opportunity exists for a Research Program Manager to join the HEU team. The Project Manager role will be responsible for providing research management and administrative support to Professor Kim Dalziel and A/Professor Ilias Goranitis in their role of Head and Deputy Head of HEU. The role will be responsible for a broad range of duties including support for grant applications, project management and coordination, research deliverables oversight, data linkage oversight, and leading internal and external research engagement activities in relation to research implementation and dissemination.

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 leaders to live our values of:

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

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

### **1.1 PROGRAM MANAGEMENT**

- ▶ Manage the implementation of research studies from planning to closeout and ensure that quality deliverables are presented on time and within budget.
- ▶ Set objectives with the core project teams according to agreed study protocol, strategy and approach, effectively communicate and assess performance.
- ▶ Monitor progress against study protocols and prepare/present project and/or sub-team information proactively to stakeholders internally and externally.
- ▶ Achieve project quality by identifying quality risks and issues, responding to issues raised by project team and/or sub-team members and planning/implementing appropriate corrective and preventative action plans.
- ▶ Document management for research teams.
- ▶ Comply with reporting requirements to different stakeholders.
- ▶ Contribute to and monitor compliance with ethics submissions.

- ▶ Develop and maintain strong partnerships with key project stakeholders and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings.
- ▶ Support efforts to align and arrange data linkage
- ▶ Support research dissemination efforts.
- ▶ Support Head and Deputy Head of HEU with general administrative support.

## 1.2 ENGAGEMENT

- ▶ Support in research management functions and to facilitate the development of strategic new research projects, including:
  - Coordination of group meetings and action item follow-up
  - High-level assistance with processes and systems to facilitate high-quality grant submissions and ethics applications
  - Assistance with financial management of research projects, including budgeting and reporting
  - Coordination of workshops, seminars, and other group and project events
  - Support for the research team environment and its functions, including induction of new staff and students.
- ▶ Build strong relationships with collaborating teams to support knowledge exchange and translation activities, and identify new opportunities for knowledge translation, including promotional strategies and membership services.
- ▶ Oversee, plan and implement effective internal and external communication strategies to engage and inform staff, students and external stakeholders of key research and innovation objectives, activities, initiatives and outputs.

## 1.3 TEACHING & LEARNING

- ▶ Contribute to and participate in teaching and learning activities in the School as appropriate.

## 1.4 LEADERSHIP & SERVICE

- ▶ Provide service to the University and actively participate in meetings and committees as appropriate.
- ▶ Other duties commensurate with the position as directed by the Supervisor.
- ▶ 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

- ▶ Excellent written and verbal communication skills, including the ability to interact professionally with a wide variety of personnel in the research/clinical/government sectors

- ▶ Excellent organisational skills and attention to detail, to ensure on-time delivery of required outputs while managing conflicting deadlines
- ▶ Project management experience and proven capabilities in research development and reporting, process and systems improvement and contract management within a complex environment.
- ▶ Excellent interpersonal and written communication skills with the ability to draft formal correspondence, as well as build and maintain effective working relationships with key stakeholders.
- ▶ Organisation of research meetings
- ▶ Manage study expenditures against budget.
- ▶ A demonstrated capacity to work collaboratively in a multidisciplinary team environment.

## 2.2 DESIRABLE

- ▶ Experience in the use of research-oriented software such as bibliographic programs (e.g., Endnote), and web interfaces for submitting grant applications (e.g., the NHMRC's Research Grants Management System [Sapphire]) and scientific publications (e.g., Editorial Manager)
- ▶ Previous experience and competency using the University of Melbourne's oracle-based Themis systems (including the HR, Finance and Research components), Minerva and familiarity with the University ITS Content Management System and data interfaces.
- ▶ Research administration experience in a tertiary environment, including ethics submissions and grant writing support.
- ▶ Experience in motivating and developing a team of professionals to achieve project objectives.
- ▶ Abilities in reporting and analysis, including budget monitoring and reporting, project costing and financial 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 Advancing Melbourne strategy that addresses 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:

<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 HEALTH ECONOMICS UNIT

The Health Economics Unit is a thriving unit of about 24 health economists and 10 PhD students. The HEU delivers a successful programme of teaching within the Masters in Public Health and a [Graduate Certificate in Health Economics and Economic Evaluation](#).

HEU is also a member of the University of Melbourne Health Economics Group (UMHEG) which also includes Nossal Institute for Global Health, The Department of Economics and Melbourne Institute: Applied Economic and Social Research. UMHEG facilitates collaborative research opportunities amongst the 50 health economists working across the University of Melbourne. <https://melbourneinstitute.unimelb.edu.au/research/health/unimelb-health-economics-group>

Researchers in the HEU undertake a range of economic evaluation, health systems research, simulation modelling and risk prediction, health inequality, and methodological research. HEU projects have informed policy-making decisions in a range of areas, at State, Commonwealth and International levels.

The HEU also homes **M-VAC**, the Melbourne Health Technology and Value Assessment Collaborative, established in 2021 and contracted to conduct value-based assessments and evaluations of pharmaceuticals, health services and technologies, preventive and curative programs, and digital health applications.

### 5.2 CENTRE FOR HEALTH POLICY

The Centre for Health Policy (CHP) strives to identify, critique, co-design, implement and evaluate policy options that protect the health of populations; to formulate, with partners, strategies that improve access, organisation, and delivery of health services or programs, particularly as they affect the most vulnerable; and to identify strategies for enhancing the safety, effectiveness and efficiency of health care systems in addressing the most pressing health and care challenges.

We offer a leading independent voice on health policy, generating new evidence and insights to inform debates and strengthen health care decision making. The Centre boasts a diverse, interdisciplinary group of scholars including health economists, evaluation and implementation scientists, clinicians, social scientists, legal scholars, policy analysts, sociologists, political scientists, demographers and executive managers. In 2021 the Centre comprised 60 academic and professional staff, as well as 35 honorary staff representing a diverse group of experts from industry, government and NGO sectors. Many staff members serve as advisors to federal, state, and international organisations.

The Centre for Health Policy has six broad streams:

- [Cancer Health Services Research](#)

- [Demography and Ageing](#)
- [Evaluation and Implementation Science](#)
- [Health Economics](#)
- [Healthy Housing](#)
- [Law and Public Health](#)

The Centre is also the coordinating home to [M-VAC](#), the Melbourne Health Technology and Value Assessment Collaborative, established in 2021 and contracted to conduct value-based assessments and evaluations of pharmaceuticals, health services and technologies, preventive and curative programs, and digital health applications. M-VAC provides a comprehensive stream of research, consultancy and advisory services to underpin value-based health care agendas, and reforms.

<https://mspgh.unimelb.edu.au/centres-institutes/centre-for-health-policy>

### 5.3 THE MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Over 300 academic and professional staff work in the School and through its partner agencies. The School's total budget is in excess of \$50m. There are approximately 120 higher degree research students (predominantly PhD). The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health. The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres and one Institute:

► Centres

- Centre for Health Equity (CHE)
- Centre for Health Policy (CHP)
- Centre for Epidemiology and Biostatistics (CEB)
- Centre for Mental Health (CMH)

► Institutes

- The Nossal Institute for Global Health (NIGH)

Further information about the School is available at <http://www.mspgh.unimelb.edu.au/>

### 5.4 THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of >\$850

million for 2020. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50% of the research conducted at the University.

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.

## 5.5 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>

## 5.6 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.

## 5.7 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>