



## POSITION DESCRIPTION

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

### Academic Specialist: Recruitment and Engagement Lead

<b>POSITION NO</b>	0051475
<b>CLASSIFICATION</b>	Research Assistant Level A
<b>SALARY</b>	\$ 77,171 - \$ 104,717 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term for 12 months
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	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.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Cath Kaylor-Hughes Email: <a href="mailto:cath.kaylorhughes@unimelb.edu.au">cath.kaylorhughes@unimelb.edu.au</a>  Please do not send your application to this contact

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 Primary Care Mental Health Program within the Department of General Practice seeks an experienced Engagement and Recruitment Lead whose substantive role will be to work closely with the team's Research Fellows conducting two exciting general practice-based projects with a focus on mental and physical health. The person will lead growth and maintenance of the program's primary care and community partnerships. They will ensure participating sites receives updates on study progress, and that participants are communicated with according to study needs.

The successful applicant will be someone who will work collaboratively with the research investigators, who is efficient, detail-oriented and confident, with experience in engaging health care professionals, service recipients, and wider community organisations. They will be d be results oriented. and be proficient with managing confidential databases, research ethics and governance issues and should be able to conduct research assessments (e.g., surveys by phone and interviews including cognitive screening tools). We are seeking applicants who are interested in research career development and want to work in a busy research team and program.as an academic specialist.

This challenging role will suit a researcher with experience in quantitative and/or qualitative research methods, with an interest in clinical trials and applied healthcare research. Primary duties will include the coordination of primary care site, General Practitioner and patient recruitment; assisting the Research Fellows to efficiently project manage the engagement and recruitment of primary care practices, ensure safe data practices are adhered to and may conduct some interviews with patients.

The position will be based within the Primary Care Mental Health Team in the Department of General Practice, and will work with the research investigators, preparing and assembling materials for team meetings and report writing. You will be required to coordinate the close communication needed with the project stakeholders and provide regular project updates for participants and investigators. Experience in communication of research information to different groups is key.

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 RESEARCH AND RESEARCH TRAINING**

- ▶ Recruit Primary Care sites and participants to two clinical trials, including intra state site visits and possible interstate visits, contract negotiation electronic medical record screening, eligibility assessment screening with participants.

- ▶ Support the research team to progress research projects meet project milestones
- ▶ Prepare and assemble materials for team meetings and report writing, including writing participants update newsletter for communication and engagement
- ▶ Prepare ethics and ethics amendments
- ▶ Coordinate the close communication needed with the multiple project stakeholders and provide regular project updates for participants and investigators, keeping lead investigators informed of Recruitment progress
- ▶ Database management (including in REDCap and Excel)
- ▶ Data entry and ensuring safe data practices are adhered to
- ▶ Create regular feedback reports and data reports of recruitment for individual projects including adherence and completion rates
- ▶ Attend meetings, workshops, and forums as required
- ▶ Contribute to research outputs including conference presentations, literature reviews, systematic reviews, publications and research reports, liaising with co-researchers and relevant stakeholders

## 1.2 LEADERSHIP AND SERVICE

- ▶ Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars
- ▶ Positive engagement in learning and career development of self and others
- ▶ Actively participate in performance reviews either on an annual or rotation basis
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity

## 1.3 RESPONSIBILITY AND COMPLIANCE

- ▶ 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 4.
- ▶ 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

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Motivated to work with general practice and community health centres and some experience engaging with complex stakeholder groups
- ▶ Strong interpersonal and communication skills, with an ability to build and maintain relationships with multiple key stakeholders (internal and external) and work collaboratively
- ▶ Experience of independent and/or team-based medical research and/or clinical trials.
- ▶ Willingness to conduct research visits independently and complete participant screening and assessments where required
- ▶ Knowledge and experience of mental health and primary care related research studies, including requirements for ethics and governance processes
- ▶ Ethical scholar who values diversity and works effectively with individual differences
- ▶ Be currently living in and eligible to work in Australia without employer visa sponsorship
- ▶ Comply with all legal requirements pertaining to the position
- ▶ Achieved a Bachelor's Degree with Honours, or above in a relevant field.

### **2.2 DESIRABLE**

- ▶ Demonstrated ability to apply research methodologies including literature searching, database management and quantitative data handling.
- ▶ Strong evidence of ability and desire to build an academic or research career trajectory
- ▶ Experience in recruitment and working with partners and stakeholders in a clinical research setting
- ▶ Understanding of the primary care health setting in Australia and how research is conducted through primary care settings
- ▶ Experience in clinical interviewing for mental and physical health in adults.
- ▶ Recently achieved or recently submitted a postgraduate qualification (Masters or PhD), in a relevant area or equivalent research qualification or experience

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

- ▶ A driver's licence is required
- ▶ Interstate travel may be required
- ▶ Weekend work may be required

## ***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:

<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***

Each of the research projects are summarised briefly below.

##### **5.1 THE RESEARCH PROJECT**

1. WiserAD: A RCT to test the effectiveness of a support tool to help people reduce or cease antidepressant intake.

The NHMRC has provided funding to undertake a RCT to test the clinical and cost effectiveness of an intervention support tool for long term antidepressant users with mild or no symptoms of depression to reduce or cease their medication.

Research has shown that there are many more prescriptions for antidepressants than there is clinical need, and this is particularly so in Australia. The study will use previous work to inform the further development of a digital deprescribing tool that can support patients and their GPs to carefully reduce their medication over several months through a personalised tapering plan and monitoring schedule. An evaluation of the acceptability of the tool will be undertaken by qualitative interviews with GPs and patient participants.

2. ACCT: The Assertive Cardiac Care Trial (ACCT) Healthy Hearts Study

This is a NHMRC funded RCT trialling a new intervention in primary care to improve cardiovascular health for people with complex mental health conditions. Working through

primary care clinics, participants are randomised to intervention or active control and are involved in the study for 12 months.

Currently people with complex mental health conditions are likely to die 15-25 years earlier than those who do not have complex mental health and this is primarily due to cardiovascular disease but they are less likely to receive recommended screening or treatment. Primary care clinicians are key to addressing this healthcare disparity and the approach being trialled is aiming to provide general practitioner with a new evidence based approach to improve heart health in people with complex mental health.

## 5.2 DEPARTMENT OF GENERAL PRACTICE

[www.gp.unimelb.edu.au](http://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 68 (full time equivalent) staff supported by an operating budget of \$7 million and research income of approximately \$11 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 (4) and PhD students (18). For more than 20 years, the Department has run a very successful General Practice academic registrar program where doctors who are training to be GPs (GP registrars) undertake a half time special skills post in academic medicine to experience an introduction to research and university teaching. We average around three academic registrars per year.

The Department has a successful Primary Care Research Unit (PCRU), including a Trials Unit with a practice-based research and education network (VicREN), which comprises our community-based general practices (600+) and other primary care providers who contribute to and drive teaching and research. A proportion of our VicREN members are a part of our Data for Decisions (D4D) Community of Practice. In this D4D program general practices have an agreement with the Department to share their electronic medical record (EMR) data for research and policy advocacy; participating practices have also undertaken a process with their patients to opt out if they do not want their data shared. The EMR data is de-identified before it leaves the practice and is stored in a secure data repository managed by the Department, called Patron. Patron has a management group and an independent governance group with representatives who are consumers, GPs, practice managers, researchers, IT technical, and legal experts.

Our cross-cutting research themes include clinical biostatistics, implementation science, clinical informatics, co-design, 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; Clinical Data

Informatics, Data Driven Quality Improvement, Integrated Mental Health; Sexual Health, and Abuse and Violence.

### 5.3 MELBOURNE MEDICAL SCHOOL

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

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

## 5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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

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