



RESEARCH ASSISTANT

DEPARTMENT/UNIT	Department of General Practice
FACULTY/DIVISION	Medicine, Nursing and Health Sciences
CLASSIFICATION	Level A
WORK LOCATION	Notting Hill

ORGANISATIONAL CONTEXT

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The **School of Primary and Allied Health Care (SPAHC)** is a newly established school with an organisational hub at the Peninsula campus. The School aims to be Australia's leading centre of primary and allied health care education and research, building on existing strengths in emergency medicine, physiotherapy and occupational therapy by integrating new research areas, including; rehabilitation, addiction and family violence. The SPAHC is a leader in primary and allied care research, teaching and service. The School provides high quality primary care programs at undergraduate and graduate entry levels, specialised professional graduate coursework programs and higher degrees by research. The School currently includes the Departments of General Practice, Community Emergency Health and Paramedic Practice, Occupational Therapy, Physiotherapy, Social Work and Medical Imaging and Radiation Sciences.

The School's Departments and Centres are situated across the Caulfield, Clayton, Peninsula and Notting Hill campuses. Planning is underway to bring two new Centres within the School: a Centre for Addiction Research and Recovery and an Integrated Rehabilitation Research Centre.

The Department of General Practice is one of the largest in Australia with approximately thirty staff and a large number of higher degree research students. Its research strengths are in the areas of prevention and management of chronic disease, women's health, primary care data and vulnerable populations.

POSITION PURPOSE

A Level A research-only academic is expected to contribute towards the research effort of the university and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

The Research Assistant provides a range of high-quality research and project coordination services to support the *Implementing work-related Mental health guidelines in general Practice* (IMPRovE) NHMRC Partnership trial, which is funded by an NHMRC Partnership Grant, along with partners Beyond Blue, Department of Jobs and Small Business, Comcare, State Insurance Regulatory Authority, iCare, WorkSafeVictoria, ReturnToWork South Australia and WorkCoverWA. The Research Assistant will work closely with the Project Manager, the Project Team, Partner Investigators and other stakeholders to ensure the trial is conducted to a high standard.

Reporting Line: The position reports to the National Research Project Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Conduct of research under limited supervision either as a member of a team or, where appropriate, independently and the production or contribution to the production of conference and seminar papers and publications from that research
2. Administrative functions primarily connected with the IMPROvE trial, including assisting with project scoping and planning, monitoring and reporting on project progress, reports and correspondence, coordinating and providing executive support to project committees and meeting
3. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars
4. Contribution to a limited amount of research material for teaching or other purposes with appropriate guidance
5. Build and sustain effective working relationships with a network of internal and external academic and non-academic stakeholders to support the IMPROvE trial
6. Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise
7. Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental, school and/or faculty meetings and/or membership of a limited number of committees
8. Advice within the field of the staff member's research to postgraduate students

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - An honours degree or higher qualifications in the relevant discipline and/or progress towards a doctorate in the relevant discipline; or
 - equivalent qualifications or research experience

Knowledge and Skills

2. Demonstrated analytical and manuscript preparation skills
3. Ability to solve complex problems by using discretion, innovation and the exercise diagnostic skills and/or expertise
4. Well-developed planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
5. Excellent written communication and verbal communication skills with proven ability to produce clear, succinct reports and documents
6. A demonstrated awareness of the principles of confidentiality, privacy and information handling
7. A demonstrated capacity to work in a collegiate manner with other staff in the workplace
8. Demonstrated computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.