



## POSITION DESCRIPTION

Centre for Mental Health and Community Wellbeing  
Melbourne School of Population and Global Health  
Faculty of Medicine, Dentistry and Health Sciences

### Research Project Manager – ScreenED

<b>POSITION NO</b>	0062755
<b>CLASSIFICATION</b>	Academic Level A or B depending on experience
<b>SALARY</b>	Level A - \$83,468 - \$113,262 (pro rata) Level B - \$119,231 - \$141,581 (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.4 to 0.8 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 Laura Hart Tel 0421 548 505 Email <a href="mailto:lhart@unimelb.edu.au">lhart@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

A post-doctoral researcher or experienced project manager is required to work on ScreenED, a research project funded by the Medical Research Future Fund Million Minds Mental Health Research scheme. ScreenED is developing a high-quality, easy to use screening tool to help health services, educators, and parents detect childhood eating disorders. The project will test and validate a brief set of questions for children aged 5-12 years, and a separate set for parent/caregivers. The project involves collaboration with a wide range of stakeholders, including health services and research sites located across Victoria, New South Wales, South Australia and Queensland.

The position is a project management role to help co-ordinate the efforts of researchers working on ScreenED in Victoria and other states. The position involves supporting the Chief Investigators to develop and adhere to clinical, ethical, data management, and participant support protocols, as well as progressing participant recruitment, data collection and analysis, partner organisation liaison, Expert Advisory Group administration, and screening tool development, to meet the objectives of the project. Depending on the appointee's experience, qualifications and interests, there may also be opportunities to develop an independent research career with the support of the ScreenED Chief Investigator team.

The person appointed will be based within the Centre for Mental Health and Community Wellbeing, Melbourne School of Population and Global Health. The appointee will report to Dr Laura Hart but will also work closely with other ScreenED staff based within the Centre, and with Chief Investigators and Clinical Leaders at other institutions and project sites across Australia.

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

- ▶ In collaboration with the Chief Investigators and Screened staff, engage in independent project management to meet the timelines and objectives of the project
- ▶ Submit and manage human research ethics applications and support team adherence to all protocols
- ▶ Assist with grant reporting to funding bodies
- ▶ Conduct interviews with participants to collect qualitative data

- ▶ Administer online surveys and videoconferencing interviews to collect qualitative and quantitative data on the draft screened tool
- ▶ Support the Lead Researcher in facilitating quarterly Expert Advisory Group meetings
- ▶ Liaise with partner organisations and clinical Principal Investigators to support recruitment of participants across all phases of the research project
- ▶ Liaise with and support interstate research sites to ensure project progress and protocol adherence
- ▶ In consultation with the project statistician, engage in data management and dataset preparation in accordance with sensitive data management protocols
- ▶ Conduct qualitative data analysis
- ▶ Support research sites in data management
- ▶ Assist with manuscript drafting for submission to peer-reviewed international journals
- ▶ Assist with knowledge dissemination across stakeholder networks.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ PhD in a relevant area (e.g. psychology, public health) or previous training and experience in complex project management within mental health research
- ▶ Exceptional time management skills
- ▶ Willingness to adapt work plans or priorities to meet the needs of stakeholders, Chief Investigators, staff, approving bodies such as ethics committees, and funders, as these arise or change
- ▶ Strong collaborative and communication skills
- ▶ Confidence in the administration of human research ethics applications
- ▶ A high level of written communication and academic writing skills with an attention to detail
- ▶ Experience in data management and dataset preparation
- ▶ Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines
- ▶ Ethical scholar who values diversity and works effectively with individual differences and supports collaboration with lived experience advocates.

### **2.2 DESIRABLE**

- ▶ Research or clinical experience in mental health, eating disorders, and/or child health
- ▶ Experience in the paediatric hospital or primary care environment
- ▶ Previous research in health service settings
- ▶ Experience conducting research with child participants
- ▶ Ability to mentor and guide junior research staff in their academic trajectory

### **2.3 OTHER JOB RELATED INFORMATION**

- ▶ Immediate start is desirable.

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours to meet participant and stakeholder needs
- ▶ Some travel to research sites to support participant recruitment may be required.
- ▶ Flexible/remote working options may be negotiated in accordance with University policies.

### ***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***

#### **5.1 CENTRE FOR MENTAL HEALTH AND COMMUNITY WELLBEING**

<https://mbspgh.unimelb.edu.au/centres-institutes/centre-for-mental-health-and-community-wellbeing>

The Centre for Mental Health and Community Wellbeing aims to improve mental health and mitigate the impact of mental illness at a population level. It does this through high quality,

collaborative, interdisciplinary research, academic teaching, professional and community education, and mental health system development.

## 5.2 MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

<https://mispgh.unimelb.edu.au/>

The Melbourne School of Population and Global Health (MSPGH) is a respected leader in the field of public health education, research and knowledge exchange.

MSPGH was established in 2001 as the first school of its kind in Australia with a vision to make a difference in the population and public health sphere - building on the substantial assets of our University to advance public health in communities nationally and internationally - with a strong focus on Indigenous peoples.

Since its inception, the School has grown rapidly in size, scope and reputation and has consistently attracted leading academics and researchers who bring globally leading skills, insights and expertise. We continue to attract increasing levels of competitive funding from governments and from a range of renowned philanthropic organisations and individuals.

The quality of MSPGH research is confirmed by the Academic Ranking of World Universities within which the University of Melbourne maintains its place as the top-ranked Australian university. The ARWU Global Ranking of Academic Subjects 2023 placed the University 16th in the world for Public Health and first in Australia. Our researchers regularly have work published in prestigious titles including *The Lancet*, *Nature*, *The New England Journal of Medicine* and the *JAMA*. The School is strongly engaged internationally with key collaborations including the World Health Organization, Grand Challenges Canada, the Shanghai Centre for Disease Control, the Pasteur Institute and Department of Health in Vietnam, the Public Health Foundation of India and the International Association for Suicide Prevention.

The School has almost 1,000 students enrolled in graduate programs. The flagship Master of Public Health degree forms the core of a strong teaching program alongside the Major in Public Health and Epidemiology in the Bachelor of Biomedicine and the Master of Biostatistics as well as other undergraduate teaching and a suite of specialist postgraduate coursework degrees across Epidemiology, Health Economics, Health Informatics, Climate Change and Health, Infectious Disease Epidemiology, Gerontology, and Sexual Health. These programs and the School's extensive cohort of graduate research students make a substantial contribution to training the next generations of public health specialists and researchers nationally and internationally.

The School comprises five Centres, two Institutes, and one Lab that focus on key areas of population and global health that are relevant now and will have tangible impacts on the health of national and international communities into the future. These are:

- Centre for Epidemiology & Biostatistics
- Centre for Health Equity
- Centre for Health Policy
- Centre for Mental Health and Community Wellbeing
- Onemda: Aboriginal and Torres Strait Islander Health and Wellbeing
- Melbourne Disability Institute
- Nossal Institute for Global Health
- The Climate CATCH Lab

## 5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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

The Faculty of Medicine, Dentistry and Health Sciences is an extremely diverse faculty comprised of six schools, and a number of departments and centres. Our Faculty is renowned for global leadership in health research, policy and practice. We recognise partnerships and collaborations are an integral facet of our development and a major strength of the Faculty is our ability to work collaboratively with our partners to benefit the community.

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