



## POSITION DESCRIPTION

Department of Medicine, Royal Melbourne Hospital  
Faculty of Medicine, Dentistry and Health Sciences

### Research Assistant, Health Ageing Program

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| POSITION NO                   | 0045862  |
| CLASSIFICATION                | Research Assistant, Level A  |
| WORK FOCUS<br>CATEGORY        | Research Focused   |
| SALARY                        | \$69,148 - \$93,830 p.a. (Pro Rata)  |
| SUPERANNUATION                | Employer contribution of 9.5%  |
| WORKING HOURS                 | Part-time (0.5 FTE)  |
| BASIS OF<br>EMPLOYMENT        | Fixed-term position available for 12 months<br>Fixed term contract type: Externally funded   |
| OTHER BENEFITS                | <a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>  |
| HOW TO APPLY                  | Online applications are preferred. Go to<br><a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT<br>FOR ENQUIRIES ONLY | Professor Cassandra Szoeka<br>Tel +61 3 8344 1836<br>Email <a href="mailto:cszoeka@unimelb.edu.au">cszoeka@unimelb.edu.au</a><br><br><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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Healthy Ageing Program (HAP) in the Department of Medicine focuses on research over the lifespan of individuals to improve health in ageing. The Program incorporates the Women's healthy ageing project - an internationally renowned study of women's health and lifestyle from midlife into ageing which has been going for more than 25 years at the University of Melbourne; and two internet studies examining healthy ageing in men and women across the lifespan of adulthood.

The Research Assistant is responsible for the ethical recruitment, scheduling, assessment and monitoring of participants enrolled in research studies. They are responsible for communications and the welfare of research participants including both research translation and communication with local health providers.

The position involves support to the HAP research team, participants and research collaborators. It includes performing assessments on participants at regular, scheduled appointments and compiling required reports. These assessments may include: standardised interviews, physical tests, medication lists, arranging blood sampling, vital signs, and assessing adverse events. About 200 participants are seen per annum.

The position reports to the HAP Program Director/Principal Professorial Fellow in the Department.

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

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Assist with participant recruitment and in-clinic assessments:
  - Assist in the coordination of participant appointments on site and off site.
  - Assist in completing participant assessments as directed from the Participant Coordinator. Participant assessments will include neurocognitive testing, physical measures and health/wellbeing questionnaires.
  - Appropriately reporting and following up participant results, including abnormal results.
  - Maintaining participant targets and appointments.
- ▶ Participant administration:
  - Ensure participant files are up to date and comply with ethics protocols.
  - Assist with data entry and cleaning as directed.
- ▶ Ethics and protocol compliance:
  - Assist with ethics applications and ensure ethical compliance in all activities.
  - Report ethical breaches or adverse events to program leader and relevant committee.
- ▶ Other duties, commensurate with the level of this position, as requested by Healthy Ageing Program Director.

### **1.2 LEADERSHIP AND SERVICE**

- ▶ Actively participate in HAP program meetings, assisting with program activities as required.

- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Other duties, commensurate with the level of this position, as requested by Healthy Ageing Program Director.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4

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

- ▶ A tertiary qualification in Health Science, Medicine, Psychology or a related field with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- ▶ Demonstrated experience working in human clinical research, including experience with participant recruitment, bookings and assessment.
- ▶ Demonstrated capabilities data and statistical analyses software, and the Microsoft Office suite for managing information, entering data and producing documents and reports.
- ▶ High level planning and organisational skills, including the ability to prioritise tasks and manage competing demands.
- ▶ Demonstrated excellent written and verbal communication skills, including contributing to the production of high quality research publications.
- ▶ Demonstrated ability to work independently and as part of a team, to achieve agreed goals within stipulated timeframes.
- ▶ Demonstrated experience managing different research administration processes including human research ethics compliance, occupational health and safety compliance, and maintaining quality control across a range of research activities and programs simultaneously.

### **2.1 DESIRABLE**

- ▶ A good knowledge of healthy ageing with undergraduate qualifications in health sciences
- ▶ Understanding of statistical methods and research write ups
- ▶ Experience in neuropsychological assessment tasks

## ***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 DEPARTMENT OF MEDICINE, RMH**

[www.medicine.unimelb.edu.au/medicine-and-radiology](http://www.medicine.unimelb.edu.au/medicine-and-radiology)

The Department of Medicine and Radiology is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. The Department of Medicine at The Royal Melbourne Hospital is the largest node of the Department, and includes staff and students working in the Melbourne Brain Centre at RMH.

The objectives of the Department of Medicine at RMH are to provide clinical and research leadership from the interface of basic science and clinical medicine across the medical disciplines within the environment of the Royal Melbourne Hospital, to teach undergraduate and postgraduate students, to perform high quality research, and to provide leadership in national medical and scientific bodies. The Department has students enrolled in Bachelor of Science (Hons), Master of Biomedical Science, Master of Medicine, Doctor of Medicine and Doctor of Philosophy students. The Department also regularly hosts students for research training on exchange from other Australian and International Universities.

### **5.2 MELBOURNE MEDICAL SCHOOL**

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

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

### 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 (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 \$607 million for 2015. 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 per cent of 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.

### 5.4 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 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.

## 5.6 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 <http://www.unimelb.edu.au/governance>