

Position description

Research Assistant (Professional) - HSRU

Position number	50062558
Department/Unit	Department of Epidemiology and Preventive Medicine Health Services Research Unit
Faculty/Division	Faculty of Medicine, Nursing and Health Sciences
Classification (salary rates)	HEW 05
Employment type	Full-time (1.0)
Work location	The Alfred Centre
Date document created or updated	30/04/2013

Position purpose

Working under routine supervision to general direction the position is responsible for performing a range of research related activities in support and delivery of outcomes including administrative, financial and other activities associated with the research program.

This position will provide support for a study of the demographics of general practitioners, including the characteristics of both professional and clinical employment, as well as capturing the workforce participation practices and intentions. The position will report directly to the head of Health Services Research Unit.

The position is responsible for administrative and research support tasks associated with this project, including ethics application, literature review, data entry and some data analysis. The position may also assist with research support and administration of other projects within the Health Services Research Unit.

- **Reporting line:** The position reports to Head of Health Services Research Unit
- **Supervisory responsibilities:** This position does not include supervisory responsibilities
- **Financial delegation and/or budget responsibilities:** This position has no financial delegation or budget responsibilities

Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia’s Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 63,000 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,200 full time equivalent staff. Almost 3,000 of these staff members are academic staff.

The Faculty of Medicine, Nursing and Health Sciences is the University’s largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is also home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas: *in vitro* fertilization, obesity research, drug design, cardiovascular physiology, functional genomics, infectious diseases, inflammation, psychology, neurosciences and mental health.

Courses offered by the faculty include medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. A range of research and coursework postgraduate programs is also offered. The faculty takes pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge, and in providing a nurturing and caring environment.

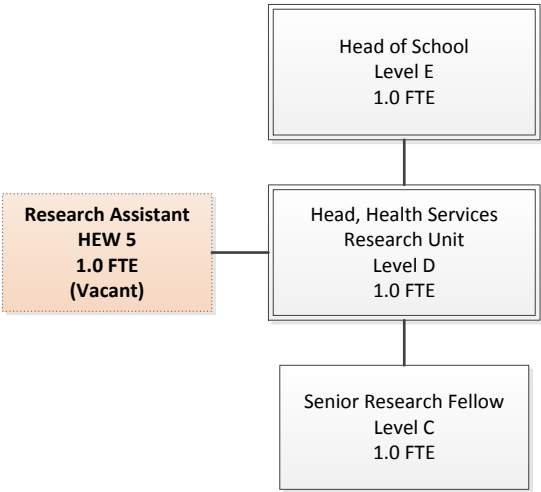
Further details may be found at: <http://www.med.monash.edu.au/>

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

Health Services Research Unit

The Health Services Research Unit is part of the Division of the Health Services and Global Health Research, which is concerned with a diverse range of issues that influence the effective, efficient and ethical delivery of health services, locally and across the globe. The Health Services Research Unit is focused on generating new knowledge to improve policy and clinical practice in health services and health systems.

Organisational Chart



Key result areas and responsibility

The occupant will contribute to the research by performing a range of research related tasks which may include any of the following:

- Assist in the conduct of experiments including preparation, sampling, data collection and analysis and preparation of results and reports;
- Assist in the preparation of documentation (e.g. for grant applications, research and conference papers) requiring the conducting of literature reviews and/or analysis of data;
- Provide administrative and financial management support for research projects and programs including the maintenance and use of electronic and paper based information systems, data bases, websites and records;
- Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attendance at meetings and seminars;
- Comply with University policy, procedure and protocols in relation to the nature of the research being conducted;
- Other duties as required within the scope of the classification of this position;

Key selection criteria

Essential

1. A degree in a relevant area, from a recognised university with subsequent relevant work experience OR an equivalent combination of experience and training;
2. Ability to solve problems through the standard application of theoretical principles and techniques at a degree level;
3. Demonstrated written and oral communication skills including capacity to communicate with individuals at all levels in the organisation experience and an ability to effectively analyse information and produce clear, succinct reports and documents;
4. Planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines;
5. Demonstrated level of 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;
6. A demonstrated awareness of the principles of confidentiality, privacy and information handling.

Other job-related information

- The position may require occasional interstate travel.

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
- Staff/Student Relationships