

Austin Health Position Description



Position Title: Research Officer

Classification:	RY7 - SCIENTIST GR 2 YR 4
Business Unit/ Department:	CREDO Unit
Work location:	Heidelberg Repatriation
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2021 - 2025
Employment Type:	Fixed-Term Part-Time
Hours per week:	16 hours per week
Reports to:	Director of CREDO & Head of Diabetes Research at Austin Health
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	November 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health and rehabilitation.

Our vision is to shape the future through exceptional care, discovery and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Position Purpose

To bring technical expertise to ensure the quality and accuracy of data, then process, design and present it in such a way that enhances any research projects being undertaken by investigators within the CREDO Unit.

The position will be 2 days per week until 30 June 2025 and is subject to securing research funding for renewal.

About the Centre for Research and Education in Diabetes and Obesity

We are a leading clinical diabetes and obesity research group undertaking investigator-initiated research and clinical research which includes large cohort studies and randomised controlled trials, affiliated with the University of Melbourne. We are based at the Heidelberg Repatriation Hospital a campus of Austin Health.

As an emerging research group with a growing interest, both nationally and internationally we aim to elevate the Diabetes and Obesity Research Group to one of the lead groups in Australia.

Purpose and Accountabilities

Role Specific:

1. Clinical Research

- Assisting with writing grant applications and publications
- Ad hoc tasks to support research projects, such as data extraction and analysis, statistical analysis, literature searches, organising research meetings, liaising with national and international collaborators etc.
- Preparation, coordination and submission of ethics applications, amendments and reports
- Maintain accurate records of projects and data files.
- Assisting in various research projects as need arises.
- Engaging with various stakeholders including people with lived experience in preparation for grant applications.
- Liaison with research doctors, nurses, clinical trial coordinators and administrative staff within CREDO.
- Provision of high-quality documentation regarding patients participating in CREDO Unit trials as outlined in CREDO Unit standard operating procedures

- Assist as needed other staff responsible for the development and population of relevant databases
- Where appropriate to develop or assist in development of investigator-initiated research protocols
- Demonstrated ability to work independently with minimal supervision as well as part of a team.
- Good computer literacy, including word processing, databases, excel, use of statistical programs, the internet and graphics.
- Strong written and oral communication skills.
- Demonstrated high levels of self-motivation, organisational and time management skills.
- To be prepared to undertake training for handling infectious and potentially infectious tissues.
- Demonstrated potential for initiating and participating in collaborative research programs with the research group.
- Demonstrated potential to contribute to publications in an appropriate discipline.
- Excellent interpersonal skills.

2. Leadership and Service

- Identification of sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice in the discipline
- Effective training of research support staff where required
- Participate in community and professional activities related to the relevant disciplinary area
- Effective demonstration and promotion of Austin Health and University values including diversity and inclusion and high standards of ethics and integrity
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.

3. Meetings

- Attend all department meetings
- Present relevant protocols to the department when appropriate i.e. at feasibility stage and at site initiation
- Attend all International Sponsor meetings if possible.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the

public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself

- Comply with the principals of patient centred care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Selection Criteria

Essential Knowledge and skills:

- A Bachelors, Honours, or Masters Degree (LVA) or PhD in a relevant area of medical or biological science
- Deep understanding of systematic reviews of interventions and/or critical appraisal of randomised controlled trials
- Demonstrated ability to apply systematic review methodologies, such as article screening, data extraction, risk of bias, and meta-analysis
- Ability to participate in and work independently on grant applications
- Demonstrated ability to coordinate ethics submissions and ensure ethics reports in a timely manner
- Demonstrated attention to detail and the ability to perform tasks in a consistent manner to ensure quality outcomes with meticulous attention to detail and record keeping
- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement
- Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- High proficiency in a range of computer applications, Microsoft Office suite, Web based search engines and databases

Desirable but not essential:

- Ability to identify research grants and successful procurement of peer reviewed grants

- Research experience in diabetes
- Experience coordinating ethics submissions, including but not limited to progress reports, annual reports and final reporting procedures.
- Experience using EndNote, grants platforms and search strategies and Covidence
- Experience using ethics submissions portals and submitting ethics documentation
- Experience or understanding of Google analytics

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

We welcome applications from Aboriginal and Torres Strait Islander people. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#)

Document Review Agreement

Manager Signature	
Employee Signature	
Date	