

Position Description



Centre for Eye Research Australia

PUBLIC HEALTH RESEARCH FELLOW

Position No:	NEW
Organisation Unit:	Department of Ophthalmology
Budget Division:	Faculty of Medicine Dentistry & Health Sciences
Classification:	Research Fellow
Salary:	\$45,944 - \$77,934 (dependent on research experience and publication record)
Superannuation:	Employer superannuation contributions of 9%
Employment Type:	One Year Fixed Term (External Funding) Renewable
Other Benefits:	Salary packaging under CERA FBT exemption and staff training and development opportunities.
Current Occupant:	Vacant
How To Apply:	<ul style="list-style-type: none">• Applications must address the selection criteria, provide a detailed curriculum vitae and include the contact details of three referees.• Applications can be forwarded to one of the below by COB of nominated closing date: Email: cera-hr@unimelb.edu.au Fax: +61 3 9662 3859 Mail: Human Resources Centre for Eye Research Australia Locked Bag 8, East Melbourne VIC 3002
For enquiries contact:	Sarah Jordan Human Resources Officer Centre for Eye Research Australia Tel. 03 9929 8351
Closing Date:	Friday 9 February 2007

1 Position Summary

This position is situated at the Centre for Eye Research Australia (CERA) at the Royal Victorian Eye and Ear Hospital. CERA is a partner in Vision 2020 and a core partner in the Vision Cooperative Research Centre (CRC). The position will report to the Head of the Prevention of Blindness Unit in the Population Health Division.

The Prevention of Blindness Unit is conducting research into indigenous eye health and projects related to Vision 2020: the Right to Sight. The project/s will involve travel within Australia.

The successful applicant will be appointed at the level of Research Fellow Grade 1 or 2 depending on research experience and publication record.

2 Selection Criteria

2.1 Essential

- Knowledge of the health needs of indigenous people
- PhD (or equivalent) in a health related field with training and experience in epidemiology and biostatistics
- Experience in public health research
- Established networks and/or ability to create networks in indigenous communities and organisations
- Demonstrated qualitative and quantitative research skills
- Proven ability to carry out research as part of a team
- Highly developed written and oral communication skills
- Ability to work independently, whilst also working efficiently with a supervisor
- Commitment to working in a team environment, recognising, supporting, and encouraging the range of skills each team member brings, to improve the conduct and quality of the work of CERA and the Prevention of Blindness Unit
- Good publication record (for appointment as Research Fellow Grade 1) or excellent publication record (for appointment as Research Fellow Grade 2)
- Excellent organisational and forward planning skills
- Computer literacy, in particular word processing, database and presentation software
- Demonstrated ability to work under pressure and meet critical deadlines

2.2 Desirable

- Training and teaching skills
- Knowledge of and interest in ophthalmic research

3. Special Requirements

- Availability to travel within Australia as required by project work requirements including occasional availability outside standard working hours

4. Key Responsibilities

- Project planning and coordination of a national survey of eye health in indigenous people
- Planning and implementation of low vision services in indigenous communities
- Project planning and implementation of trachoma-related projects
- Collaboration with indigenous leaders and community organisations to initiate and develop new eye health projects
- Analyse and report data from quantitative and qualitative research
- Participate in Vision CRC projects undertaken by the Prevention of Blindness Unit
- Ensure procedure manuals of projects are kept up to date and complete
- Prepare manuscripts for publication in international peer reviewed journals
- Production of conference and seminar papers from published research
- Contribute to reports and proposals for funding of research projects
- Develop detailed project procedures in conjunction with the Unit Head of the Prevention of Blindness Unit
- Prepare proposals to ethics committees
- Represent CERA at Vision 2020 Australia and other committees
- Supervise postgraduate and AMS students
- Involvement in professional activities including; attendance at conferences, seminars in the field of expertise (subject to availability of funds)
- Daily management of projects
- Attendance at meetings associated with the project, including Departmental meetings and membership of relevant committees
- Other duties assigned by the Unit Head of the Prevention of Blindness Unit related to the position

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- cooperate with CERA and the University in relation to activities undertaken by CERA and the University to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

Supervisors are responsible for:

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant OHS and EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and controlling hazardous conditions

- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

5 Job Complexity, Skills, Knowledge

5.1 Level of Supervision / Independence

The occupant of this position will have delegated responsibility and accountability for the operation of the projects. The incumbent will operate with significant independence within guidelines set by the Head of the Prevention of Blindness Unit. Direction and decisions are available from the Head of the Prevention of Blindness Unit as required, however most day-to day work is carried out with limited supervision. The occupant may be responsible for a team of researchers working on their project/s.

5.2 Problem Solving and Judgement

The occupant will be expected to be innovative in achieving the projects' objectives and taking responsibility for outcomes. The occupant is expected to use professional judgement in the detailed planning of the research aspects of the projects. A high level of interpersonal skills, tact, discretion and independent decision making is required.

5.3 Professional and Organisational Knowledge

The occupant will need to become familiar with CERA, the Vision CRC and Vision 2020 Australia, services and organisations that provide eye and health care to indigenous and non-indigenous people in Australia.

5.4 Resource Management

The occupant will have delegated responsibility for purchase of materials and equipment. The occupant will be responsible for keeping records of expenditure related to the projects and periodically reporting to the Unit Head of the Prevention of Blindness Unit. The project officer will assist the Head of the Prevention of Blindness Unit in the preparation of annual budgets.

6 Other Information

6.1 Organisation Unit

Centre for Eye Research Australia Ltd

The Centre for Eye Research Australia is a centre of excellence established in 1996 to undertake research into the increasing problems of eye disease, visual impairment and blindness.

The Centre is a joint undertaking between the University of Melbourne, Royal Victorian Eye and Ear Hospital, Royal Australian and New Zealand College of Ophthalmologists, Christian Blind Mission International, Royal Victorian Institute for the Blind, Vision Australia, Lions Clubs of Victoria and Ansell Ophthalmology Foundation. It is located at the Royal Victorian Eye and Ear Hospital, East Melbourne. The Centre has developed around the research activities of the University of Melbourne Department of Ophthalmology.

Department of Ophthalmology

The Department of Ophthalmology is a clinical, teaching and research Department within the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. It is situated at the Royal Victorian Eye and Ear Hospital in East Melbourne, a specialist hospital servicing the ear, nose and throat and ophthalmic needs of Victoria and southern New South Wales.

The Head of Department also holds appointments as Director of Eye Services and Director of the Clinical School of the Royal Victorian Eye and Ear Hospital, and Director of the Lions Eye Bank of Victoria. The Head of the Department is also a member of the Board of Trustees of the Ansell Ophthalmology Foundation. The Department is a World Health Organisation Collaborating Centre for the Prevention of Blindness.

6.2 Budget Division

The Faculty of Medicine, Dentistry and Health Sciences comprises the Departments of Behavioural Science, Medicine, Dental Science, Physiotherapy, Postgraduate Nursing and Population Health. The Faculty's student teaching load is the second largest of all faculty groupings with an Equivalent Full Time Student load of approximately 4,900. It is the largest of all faculty groupings in terms of staff levels with approximately 319 EAS teaching and research staff, 432 research only staff and 404 general and technical staff.

6.3 The University of Melbourne

The University of Melbourne is an international research and teaching university. We employ people of outstanding calibre and offer a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at www.hr.unimelb.edu.au/careers

Founded in 1853, the University commenced teaching its first students in 1855. The University has over 42,000 students in a broad range of professional disciplines. Over 8000 students are higher degree students. The University has over 6000 staff members. The University is one of Australia's leading research based universities, with an international profile through its reputation for scholarship and teaching. It is a founding member of Universitas 21, an international federation of universities.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

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 www.unimelb.edu.au.

This position description is approved by:

Occupant: Date:.....

Supervisor: Date:.....

Head of Organisation Unit: Date:.....