

## Position Description



Centre for Eye Research Australia

### **PUBLIC HEALTH RESEARCH FELLOW**

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<b>Position No:</b>	0013975
<b>Organisation Unit:</b>	Department of Ophthalmology
<b>Budget Division:</b>	Faculty of Medicine Dentistry & Health Sciences
<b>Classification:</b>	Research Fellow
<b>Salary:</b>	\$45,944 - \$77,934 (dependent on research experience and publication record)
<b>Superannuation:</b>	Employer superannuation contributions of 9%
<b>Employment Type:</b>	One Year Fixed Term (External Funding) Renewable
<b>Other Benefits:</b>	Salary packaging under CERA FBT exemption and staff training and development opportunities.
<b>Current Occupant:</b>	Vacant
<b>How To Apply:</b>	<ul style="list-style-type: none"><li>• Applications <b>must</b> address the selection criteria, provide a detailed curriculum vitae and include the contact details of three referees.</li><li>• Applications can be forwarded to one of the below by COB of nominated closing date: <b>Email: <a href="mailto:cera-hr@unimelb.edu.au">cera-hr@unimelb.edu.au</a></b> <b>Fax: +61 3 9662 3859</b> <b>Mail: Human Resources Centre for Eye Research Australia Locked Bag 8, East Melbourne VIC 3002</b></li></ul>
<b>For enquiries contact:</b>	Sarah Jordan Human Resources Officer Centre for Eye Research Australia Tel. 03 9929 8351
<b>Closing Date:</b>	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 Project Officer 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 models of service delivery related to the prevention of eye disease and vision loss. It includes research into low vision and the impact of vision impairment. The project has the potential to involve travel within Australia and overseas. Staff involved in the projects include health professionals from a range of disciplines.

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

## **2 Selection Criteria**

### **2.1 Essential**

- PhD (or equivalent) in a health related field and/or training as an optometrist or ophthalmologist combined with a postgraduate degree in public health, epidemiology or related field at Masters or PhD level (or equivalent).
- Demonstrated qualitative and quantitative research skills
- Proven ability to carry out research as part of a team
- Demonstrated record of strong bio-statistical skills
- Highly developed written and oral communication skills
- Ability to work independently, while 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, statistical and presentation software
- Demonstrated ability to work under pressure and meet critical, deadlines
- Knowledge of and interest in ophthalmic research

### **2.2 Desirable**

- Sound knowledge of the needs of people with low vision
- Training and teaching skills
- Experience in research or clinical work in eye care or low vision services
- Project planning skills and ability

## **3. Special Requirements**

4. Availability to travel within Australia or overseas based on project work requirements including occasional availability outside standard working hours

## **5. Key Responsibilities**

- Participate in Vision CRC and Vision 2020 projects undertaken by the Prevention of Blindness Unit
- Work with Unit Head on development and implementation of low vision services
- Work with the Unit Head on development and conduct of operational research into prevention of vision impairment due to eye diseases such as glaucoma and diabetic retinopathy
- Analyse and write manuscripts from quantitative and qualitative research
- develop detailed project procedures in conjunction with the Unit Head of the Prevention of Blindness Unit
- Ensure procedures 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
- Prepare proposals to ethics committees
- Represent CERA at Vision 2020 Australia and other committees
- Plan and conduct training in Victoria with potential to extend to other countries
- 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 the 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 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](http://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](http://www.unimelb.edu.au).

#### **This position description is approved by:**

Occupant: ..... Date:.....

Supervisor: ..... Date:.....