

Position Description



Centre for Eye Research Australia

RESEARCH ASSISTANT

Position No:	NEW
Organisation Unit:	Department of Ophthalmology
Budget Division:	Faculty of Medicine Dentistry & Health Sciences
Classification:	107 Research Assistant Grade 1
Salary:	\$41,949 - \$45,944 per annum
Superannuation:	Employer superannuation contributions of 9%
Employment Type:	1 year Fixed Term Academic (External Funding)
Other Benefits:	Salary packaging under CERA FBT exemption and staff training and development opportunities.
Current Occupant:	
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:	29 January 2006

1 Position Summary

The position of Research Assistant is in the Population Health Division of the Centre for Eye Research Australia (CERA) and the Department of Ophthalmology, situated at the Royal Victorian Eye and Ear Hospital (RVEEH), East Melbourne.

The Centre for Eye Research Australia is one of the four core participants in the Vision CRC, other core participants being the International Centre for Eyecare Education, LV Prasad Eye Institute (Hyderabad, India) and the Institute for Eye Research. In addition, there are a number of supporting participants including Vision 2020 Australia, WHO, IAPB, CBMI, Lions, and Save Sight Foundation. The objectives of the Vision CRC are to become a leader in research, education and the delivery of vision correction; improve international eyecare; and maximise commercial opportunities.

This position is under the direction of the Director of CERA's Population Health Division and the CRC Vision Care Delivery Program. Primary responsibilities include the performance of key research, organisational and administrative tasks for the Director.

2 Selection Criteria

2.1 Essential

- Degree (or equivalent) in Health or Behavioural Sciences
- Excellent organisational and forward planning skills
- Demonstrated ability to work under pressure and meet critical deadlines
- Ability to work independently and prioritise tasks
- Flexibility, i.e. the ability to perform a wide variety of tasks and reprioritise assignments, often at short notice
- Ability to plan and establish systems for storage, retrieval and maintenance of CRC records
- Ability to manage requests and correspondence in absence of the Program Director
- Demonstrated sound interpersonal skills and the ability to work well with a wide-cross section of people.
- Ability to work as a team member and contribute towards achieving the organisation's objectives and goals
- Initiative and the capacity to learn quickly
- Demonstrated PC skills, in particular with Microsoft applications
- Attention to detail and high personal work standards

2.2 Desirable

- Willingness and ability to learn new skills
- A general understanding of and interest in research and public health environments

3. Special Requirements

- Occasional availability outside standard working hours

4. Key Responsibilities

- Recruiting and interviewing participants in CERA's research projects
- Conducting literature searches to assist in preparation of manuscripts and grant applications
- Preparation of materials for research projects
- Data entry and basic statistical analysis
- Management of CRC reporting requirements including liaising with staff to ensure reports are submitted on time
- Ensure accurate and timely submission of CRC time sheet returns for all CRC staff
- Organisation of regular CRC meetings including compiling agendas and writing minutes
- Updating all CRC documentation including Project Agreements and reports
- Maintaining accurate records of all CRC documentation
- Administration pertaining to CRC staff and students including record keeping and management of manuscripts requiring CRC sign-off
- Facilitating the creation of liaison with other organisations
- Acting as CRC contact for CERA staff
- Management and monitoring of library of publication/papers for the Population Health Division
- Manage Endnote Library system
- Manage the collection of significant papers from students upon their completing candidature
- Perform other research, organisational and administrative tasks as required by the Director

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

5 Job Complexity, Skills, Knowledge

5.1 Level of Supervision / Independence

The position incumbent receives direction and supervision from the Program Director, but will be required to function independently on projects.

5.2 Problem Solving and Judgement

Under direction from the Program Director, the position incumbent is responsible for prioritising competing demands within established timelines.

5.3 Professional and Organisational Knowledge

The incumbent will be required to develop detailed knowledge of CRC procedures and guidelines; demonstrated ability to gain this knowledge quickly is expected. The occupant will also be expected to become familiar with external organisations such as WHO and Vision 2020 to facilitate communication and collaboration.

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 Foundation, 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:.....