



POSITION DESCRIPTION

Department of Paediatrics
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant (STRONG kids, STRONG future - ASQ-STEPS)

POSITION NO	0061341
CLASSIFICATION	Academic Level A
SALARY	\$80,258 to \$108,906 per annum (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor Anita D'Aprano Tel +61 3 9345 6959 Email anita.daprano@unimelb.edu.au <i>Please do not send your application to this contact.</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

STRONG kids, STRONG future program

The STRONG kids, STRONG future team sits within the Department of Paediatrics at the University of Melbourne. The program is committed to enhancing developmental outcomes for Aboriginal and Torres Strait children, and actively promoting self-determination in developmental care. We work in partnership with the community on activities focused on research, development, training, and implementation of culturally appropriate development measures for Aboriginal and Torres Strait Islander children. Our two main areas of work are:

1. The **ASQ-TRAK developmental screening tool** is used to observe and monitor the development of Aboriginal and Torres Strait Islander children, typically as part of routine health checks. The tool is the only culturally adapted developmental screening tool for this context and was developed in collaboration with communities. The ASQ-TRAK is being implemented nationally, and we are responsible for distribution (in partnership with the Royal Children's Hospital) and implementing training to support its use.
2. The **ASQ-STEPS developmental outcome measure (ASQ-STEPS)** is still in the development phase, currently being validated in the contexts where it will be used. Created in response to stakeholder needs for further culturally appropriate measures, the ASQ-STEPS will be used to assess individual children's developmental progress and evaluate the impact of early childhood programs and interventions.

Under the guidance of the ASQ-STEPS Indigenous Reference Group, the ASQ-STEPS Research Program commenced in 2018. Funded by the NHMRC (MRFF Public Health and Prevention Scheme), National Indigenous Australians Agency (NIAA), NTG Department of Education and Melbourne Disability Institute, the program is now in its third phase (validation) following the successful development and pre-testing of the prototype.

Position Summary

We are looking for an enthusiastic and committed Research Assistant to support the validation of the ASQ-STEPS developmental outcome measure. This research focuses on increasing

equity in providing developmental services to Aboriginal and Torres Strait Islander children, developing a new measurement tool that can assess individual children's developmental progress, and evaluating the impact of early childhood programs and interventions (**the ASQ-STEPS**).

Working as part of a small but growing research team, the Research Assistant will play a key role in the progress ASQ-STEPS research activities. The role will suit someone with an interest in applied research and research translation. This is an opportunity to develop research skills and build a foundation for entry into the research field.

The position is located in The University of Melbourne's Department of Paediatrics, based at The Royal Children's Hospital, and will report directly to Associate Professor Anita D'Aprano STRONG kids, STRONG future Program Lead (Paediatrician and Principal Research Fellow).

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

Under direction of the Program Lead and ASQ-STEPS Project Coordinator, contribute to the ASQ-STEPS research projects by:

- ▶ Keeping clear and accurate records of project activities.
- ▶ Supporting the preparation and submission of ethics applications and other required project approvals.
- ▶ Contributing ideas to the development of engagement, recruitment and data collection protocols and resources.
- ▶ Assisting with data collection, including the administration of the ASQ-STEPS with caregivers and children.
- ▶ Providing high-level support for reporting research data, including being aware of project timelines and milestones.
- ▶ Preparing data for analyses (e.g., data entry, data cleaning, transcription)
- ▶ Supporting data analysis and interpretation.
- ▶ Providing support for the delivery of research-related training workshops, including preparation of training materials and facilitating successful workshop delivery.
- ▶ Conducting other research administration duties as assigned by the Program Lead, including:
 - Scheduling and documenting project meetings and other relevant administrative tasks.
 - Contributing to the preparation of reports, publications, and presentations.
 - Co-presenting on the processes and findings of the research projects.
 - Engaging in professional learning was identified as beneficial to the project.
- ▶ Developing and maintaining effective working relationships with staff and students at all levels.

1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to the team effort in establishing and improving systems and procedures that support the effective operations of the research program.

- ▶ Contribute to raising the research project profile by assisting with communication plans as directed.
- ▶ Contribute to the knowledge engagement activities of the Department as directed.
- ▶ Effective communication and liaison with senior members of the research team.
- ▶ Foster a harmonious workplace environment that is conducive to productivity, promotes creativity, and rewards and recognises individual and group achievement.

1.3 RESPONSIBILITY AND COMPLIANCE

- ▶ Organise and actively participate in project planning meetings.
- ▶ Participate in regular staff development activities.
- ▶ Maintain a sound knowledge of current University Policies and Procedures and reliably follow these or provide compliant advice to others.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Effective demonstration and promotion of 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 are outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Tertiary qualification in Early Childhood Education or allied fields, including Special Education, Psychology, Speech Pathology, Occupational Therapy, Social Work, Nursing or similar.
- ▶ Demonstrated experience in early childhood learning and/or child development in an educational, clinical or community setting.
- ▶ Experience conducting interviews, observations and/or standardised assessments with young children.
- ▶ Attention to detail regarding record keeping, data handling and data entry.
- ▶ Strong interpersonal skills and the ability to build rapport and communicate effectively with adults and children.
- ▶ Demonstrated ability to work flexibly and independently as part of a dynamic, collaborative team.
- ▶ Sound analytical and problem-solving skills, including the ability to practically apply theoretical principles and techniques to solve problems.
- ▶ Strong written and verbal communication skills, including communicating project activities in plain language and effectively liaising with various stakeholders.
- ▶ Well-developed organisational skills to meet deadlines, manage time and plan work according to agreed priorities.
- ▶ Strong computer literacy, including learning and adopting new software packages as required.
- ▶ A demonstrated understanding of confidentiality, privacy and information-handling principles.

- ▶ An ability to work collaboratively in a multidisciplinary team.

2.2 DESIRABLE

- ▶ Previous experience working or undertaking research in the Aboriginal and Torres Strait Islander context or with other marginalised groups.
- ▶ Understanding of the principles of research ethics and governance.
- ▶ Research experience in analysing datasets and community-based programs or completion of a research project as part of study requirements.

2.3 SPECIAL REQUIREMENTS

- ▶ The incumbent may be required to undertake interstate travel to meet and work with co-researchers and other collaborators.
- ▶ As this position is located at The Royal Children's Hospital, the incumbent will be required to hold and maintain a current Working with Children Assessment Notice, valid for paid-work (<http://justice.vic.gov.au/workingwithchildren>), and a current police check.
- ▶ The individual will require a full driver's licence and access to a motor vehicle for travel. Additionally, the Research Assistant should be confident driving in various weather conditions at different times of day. Travel will be reimbursed at ATO rates.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF PAEDIATRICS

<http://www.paediatrics.unimelb.edu.au/>

The Department of Paediatrics is the flagship representative of the University partnership with the Royal Children's Hospital, and is co-located on the Melbourne Children's campus in Flemington Road, Parkville.

The Department of Paediatrics is a large department within the Melbourne Medical School. The Department has responsibility for the Child & Adolescent Health component of the Doctor of Medicine course of the School. There are approximately 80 academic and professional staff, including 25 Professorial positions, 400 honorary academic staff, and more than 150 students who are enrolled to pursue research degrees from Honours, Masters and PhD. A further 60 students undertake research in the Scholarly Selective component of the MD course. In 2017, the total research income for the Department was nearly \$8.5M and members of the Department published more than 1000 peer reviewed publications.

The Department delivers a range of teaching across the clinical, biological and health sciences, and within the MD program and is responsible for the teaching of child and adolescent health, paediatric surgery, and other specialties in relationship to children, adolescents and their families, including mental health. Other programs include post-graduate courses in Adolescent Health & Welfare and Genetic Counselling as well as Research Higher Degrees

The Department of Paediatrics plays a pivotal role in the life of the Royal Children's Hospital with its members being actively involved in policy development and senior management. Members of the Department make major contributions to the development of child and youth health policy and also to broader aspects of health policy at a national and state level.

Working with its partners, the Department of Paediatrics' vision for the Melbourne Children's campus is to be a world-leading, integrated research, teaching and clinical site with the overall aim of benefiting child and adolescent health.

5.2 MELBOURNE CHILDREN'S CAMPUS

<https://www.melbournechildrens.com/about/>

Melbourne Children's is a fully integrated academic paediatric teaching hospital and research institute which is unique in Australia and acclaimed internationally. Bringing together four outstanding organisations, The Royal Children's Hospital, the Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation, the Melbourne Children's is a single, purpose-built and multi-award winning campus in the city of Melbourne.

The purpose of the Melbourne Children's is to collaborate, as world leaders, in advancing child and adolescent health through prevention, early intervention and health promotion, together with the highest quality clinical care, outstanding research and comprehensive

education and training. Together the partnership forms an interwoven, symbiotic relationship delivering high quality clinical services underpinned by research and education. Collectively the independent entities contribute to a paediatric health sciences precinct which is greater than the sum of the parts. The presence of each benefits the other, ensuring the primary focus of each entity is achieved.

The Royal Children's Hospital Foundation provides invaluable philanthropic support to Melbourne Children's, enabling the campus to pursue innovative, world-leading clinical, research and teaching opportunities to deliver high quality paediatric care and successful prevention strategies.

5.3 THE ROYAL CHILDREN'S HOSPITAL

<http://www.rch.org.au/home/>

The Royal Children's Hospital (RCH) is a state-wide teaching, training and research paediatric hospital. The hospital provides tertiary, secondary and primary child and adolescent health services, including mental health services.

The Royal Children's Hospital has a major leadership role in child and adolescent health in Victoria with state-wide specialist roles. A tertiary and quaternary paediatric referral centre the Royal Children's Hospital provides specialist services and multidisciplinary clinics for sick infants, children and adolescents from Victoria, Tasmania, South Australia and southern New South Wales. The Royal Children's Hospital also provides specialised paediatric care for patients from overseas, particularly from south-east Asia, Nauru and Fiji.

The Royal Children's Hospital plays a major role in child public health, health promotion and advocacy for children and young people's health. It provides the full spectrum of medical and surgical paediatric services, as well as a number of specialist tertiary paediatric services and health promotion and prevention programs for infants, children and adolescents. These services are provided on both an inpatient and ambulatory basis.

Teaching, training and research are fundamental elements of the Royal Children's Hospital. The Royal Children's Hospital is part of a child health precinct, and in partnership with the Murdoch Children's Research Institute, the University of Melbourne, La Trobe University, Deakin University, Monash University and RMIT University, ensures clinical services are integrally linked with teaching, training and research.

These relationships are crucial in providing opportunities for significant participation in the public health agenda for children and young people, for 'translational research' to drive laboratory and clinical findings into health promotion and prevention programs and for driving new paradigms and models of care.

5.4 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics,

Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs, including the Doctor of Medicine (MD), the first professional entry Masters's level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st-century medical education.

The MMS is committed to improving the well-being of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research, and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

5.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.6 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a

modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.7 GOVERNANCE

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 <https://about.unimelb.edu.au/strategy/governance>.