



POSITION DESCRIPTION

Indigenous Studies Unit,
Melbourne School of Population and Global Health
Faculty of Medicine, Dentistry and Health Sciences

Research Fellow – Indigenous Data Network

POSITION NO	0056985
CLASSIFICATION	Level B
SALARY	\$110,236 - \$130,900 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	1.0 FTE
BASIS OF EMPLOYMENT	Fixed term until 31 December 2023. Fixed term contract type: External funding
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	Kristen Smith Tel +61 3 9035 9564 kristens@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

Position Summary

The [Indigenous Data Network \(IDN\)](#) is seeking a highly motivated Research Fellow with a background in quantitative and/or mixed methods research, with experience in data linkage. The IDN is a national consortium of organisations and individuals led by the University of Melbourne, within the Indigenous Studies Unit, Centre for Health Equity, Melbourne School of Population & Global Health. The Research Fellow will be expected to make significant contributions to existing projects and to the development or extension of new, innovative research. The Research Fellow will work with the IDN leadership team to drive Indigenous data ecosystems transformation, and to develop and undertake ongoing community-led research and national and international engagement. The role will include significant engagement and governance activities with key stakeholders including universities, Federal, State and Local Governments, Aboriginal and Torres Strait Islander organisations and communities, and private and non-profit organisations.

As a representative of the University, the appointee will participate in leadership and service both within and outside the University and broader community and will be an effective member of committees at the School, Faculty and University level as appropriate to the level of appointment. As with all University staff, the effective promotion of positive engagement in learning and career development of self and others, and actively promoting equity, diversity, and cultural awareness consistent with University values is an expectation of this role.

Indigenous Australians are strongly encouraged to apply for this position.

1. Responsibilities

- ▶ Actively contribute to the IDN's operational and project activities to support the IDN leadership and project researchers with innovative, data-driven capabilities.
- ▶ Apply knowledge and expertise of relevant quantitative and mixed-methods research methodologies.
- ▶ Work with Chief & Partner Investigators to access, link and analyse datasets from a variety of government agencies and Aboriginal Community Controlled Organisation (ACCO) partners.
- ▶ Contribution to research ethics applications (internal and external).
- ▶ Work with key IDN stakeholders to develop and deliver data training modules to build data capacity within Aboriginal Community Controlled Organisations and Aboriginal and Torres Strait Islander contexts.
- ▶ Contribute to the preparation of literature reviews, publications and other research papers, briefings, and reports.
- ▶ Develop and contribute to research grant applications (internal and external).
- ▶ Assist with project and program administrative functions and tasks in accordance with University systems and processes.
- ▶ Maintaining alignment of all research practices with key Indigenous data governance and research ethics principles.
- ▶ Attend and participate in Unit, Centre, School, Faculty and University events or activities.

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with all colleagues and demonstrate respect for diversity
 - Be an effective team player who is cooperative and gains the trust and support of colleagues, peers and external stakeholders through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ PhD or equivalent research experience in data science or statistical disciplines.
- ▶ Demonstrated data linkage expertise and proficiency using statistical analytical tools (e.g., R, SPSS).
- ▶ Working knowledge of Indigenous data relevant to the purpose and operations of the IDN and of Australia's Indigenous policy environment.
- ▶ Demonstrated capacity to work independently and collaboratively with a results-driven focus.
- ▶ Strong communication and engagement skills, with an ability to effectively work with key stakeholders internally and externally.

2.2 DESIRABLE

- ▶ Experience working with Aboriginal and Torres Strait Islander people and organisations.
- ▶ Developing national network of Aboriginal and Torres Strait Islander stakeholders (academic, policy, ACCO sectors).
- ▶ Experience working in multidisciplinary teams using mixed methods and knowledge of qualitative methods.
 - ▶ A record of securing competitive research grants and/or industry funding and successfully delivering research outputs.

2.3 SPECIAL REQUIREMENTS OF THE ROLE

- ▶ Employment in this position is conditional upon completion of the University's "Fit and proper" checks where required and receipt of a valid Working with Children Check (Vic, Qld, WA, SA and NW) and National Police Check prior to Commencement
- ▶ Regional and interstate travel may be required.

- ▶ The Research Fellow will preferably be based at the University of Melbourne's Parkville Campus; however, this may be negotiable.

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 Advancing Melbourne.

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 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>

5.2 MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

The Melbourne School of Population Health was established in the Faculty of Medicine, Dentistry and Health Sciences in 2001. It became the Melbourne School of Population and Global Health in 2013. Over 300 academic and professional staff work in the School and through its partner agencies. The School's total budget is in excess of \$50m. There are approximately 120 higher degree research students (predominantly PhD).

The School aims to strengthen the understanding, capacity and services of society to meet population health needs and to improve the quality and equity of health care. It employs a population health framework that incorporates public health and preventative medicine, health promotion, clinical medicine and allied healthcare disciplines and an equity and evidence-based approach to health care and health policy. Its research programs aim to elucidate the genetic, environmental, social and economic determinants of health, and to focus on the evaluation of the health systems, programs and services that seek to prevent disease and injury and to promote health.

The School provides research and professional development opportunities for medical undergraduates, postgraduates in a wide range of disciplines, clinicians in all sectors of the health care industry, scientists, professionals and leaders in population health.

The School is currently composed of four Centres, one Institute and two partnership units:

Centres

- ▶ Centre for Health Equity (CHE)
- ▶ Centre for Health Policy (CHP)
- ▶ Centre for Epidemiology and Biostatistics (CEB)
- ▶ Centre for Mental Health (CMH)

Institutes

- ▶ The Nossal Institute for Global Health (NIGH)

Partnership Units

- ▶ Melbourne Disability Institute

Further information about the school is available at <http://www.mspgh.unimelb.edu.au/>

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous Community as key areas of development.

5.4 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.

5.5 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>