Research Officer Nanoparticles

Position description

Position number  500997
Department/Unit  MonCOEH, DEPM
Faculty/Division  Medicine, Nursing and Health Sciences
Classification (salary rates)  HEW 06
Employment type  Full time (1.0)
Work location  The Alfred Centre
Date document created or updated  27/2/12

Position purpose

Working under broad direction the position is responsible for performing a range of research related activities in support and delivery of outcomes for a study investigating the possible inflammatory effects of occupational exposure to engineered nanoparticles. The study is funded by the National Health and Medical Research Council (NHMRC). The appointment would be for 1 year with a possibility of renewal.

The Research Officer will visit the sites identified as possible participants to recruit the worksites and workers and collect the serial health data. This may involve interstate travel. He or she would also be responsible for completing the necessary ethics applications. He/she will organise the site visits, and with the help of a nurse and other investigators, collect completed consent forms, collect blood and exhaled breath condensate samples, administer a respiratory symptom questionnaire and carry out spirometric measurements. He or she would also be responsible for the study documentation including the protocol and procedures manual and extending the existing literature review. This person will need to be an independent and experienced field worker with good personal and communication skills. Experience in marketing will be an added advantage.

This position will be located at the School of Public Health and Preventive Medicine, on the campus of the Alfred Hospital, Melbourne, and the incumbent will report to Dr Deborah Glass, Monash Centre for Occupational and Environmental Health (MonCOEH).
Organisational context

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia’s Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

Faculty of Medicine, Nursing and Health Sciences

The Faculty of Medicine, Nursing and Health Sciences is the University’s largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is also home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas: in vitro fertilization, obesity research, drug design, cardiovascular physiology, functional genomics, infectious diseases, inflammation, psychology, neurosciences and mental health.

Courses offered by the faculty include medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. A range of research and coursework postgraduate programs is also offered. The faculty takes pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge, and in providing a nurturing and caring environment.

Further details may be found at: http://www.med.monash.edu.au/

Monash School of Public Health & Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

The Monash Centre for Occupational and Environmental Health (MonCOEH) is an Australian leader in occupational and environmental health research. Formed over 10 years ago, MonCOEH has grown rapidly, and employs approximately 25 research, professional, teaching and administrative staff. It has research grants from the NHMRC, Government and industry. Malcolm Sim is Professor and Director of MonCOEH.

MonCOEH’s research interests span aetiological studies in industry groups to identify occupational risk factors for disease, veteran and military health research, occupational disease surveillance, exposure assessment, workplace health promotion environmental health hazards and risk assessment. Our research involves collaboration with many national and international research partners. MonCOEH also has an active PhD and coursework degree program.
Key result areas and responsibility

The occupant will provide significant support to research by performing a range of research related tasks either as an acknowledged expert in a specialised area or through a combination of technical management and specialised research.

- Conduct epidemiological research including preparation, sampling, data collection and analysis and preparation of results and reports.
- Provide significant assistance in the preparation of documentation (e.g. for grant applications, research and conference papers) requiring the conducting of literature reviews and/or analysis of data;
- Provide high level administrative and financial management support for research projects and programs including the maintenance and use of electronic and paper based information systems, data bases, websites and records;
- Manage the operations of a research project including maintaining laboratory equipment and materials, the disposal of waste and the ordering of supplies;
- Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attendance at meetings and seminars;
- Comply with University policy, procedure and protocols in relation to the nature of the research being conducted;
- Other duties as required within the scope of the classification of this position

Key selection criteria

Essential

1. A degree in a relevant area, from a recognised university with subsequent relevant work experience OR an equivalent combination of experience and training;
2. Ability to solve problems by using discretion, innovation and the exercise of high level diagnostic skills within areas of functional responsibility or professional expertise;

3. Excellent written communication and verbal communication skills with proven ability to effectively analyse information and produce clear, succinct reports and documents which requires interaction with others;

4. Planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines;

5. Demonstrated well developed computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate;

6. Where appropriate demonstrated ability to supervise, develop and motivate staff;

7. A demonstrated awareness of the principles of confidentiality, privacy and information handling.

**Other job-related information**

The position may be required to attend other campuses of the University from time-to-time.

- Peak periods of work during which the taking of leave may be restricted
- Possession of a current Victorian Driver’s License

**Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including:

- Equal Employment Opportunity, supporting equity and fairness
- Occupational Health and Safety, supporting a safe workplace
- Conflict of Interest (including Conflict of Interest in Research)
- Paid Outside Work
- Privacy
- Research Conduct
- Staff/Student Relationships