

Title:	Junior Research Assistant/Research Assistant
Group & Centre:	Infant and Child Health, The Ritchie Centre
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	RSS X/RSS Y
Date Last Updated:	March 2019

1. About Hudson Institute

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre's coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organizations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

2. Overview of the Position

- Assist in recruitment of subjects for research projects and make bookings for testing associated with research projects. Be responsible for ensuring timely contact with families enrolled in research projects to ensure related testing occurs according to study protocols.
- Assist in the conduct of physiological experiments in infants and children during sleep including preparation, sampling, data collection and analysis and preparation of results and reports;
- Assist in the scoring and data entry of sleep, psychological and behaviour assessments;

- Assist 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 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;
- Maintain laboratory equipment and materials including the disposal of waste and 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;

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	A Bachelor of Science, Biomedical Science, Neuroscience with Honours, from a recognised university with subsequent relevant work experience; OR an equivalent combination of experience and training.
Supervision & Leadership	<ul style="list-style-type: none"> • Ability to solve problems through the standard application of theoretical principles and techniques at a degree level; • Planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines; • A demonstrated capacity to work in a collegiate manner with other staff in the workplace. • A demonstrated awareness of the principles of confidentiality, privacy and information handling.
Knowledge	<ul style="list-style-type: none"> • Demonstrated level of 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.
Communication & Profile	<ul style="list-style-type: none"> • Demonstrated written and oral communication skills including capacity to communicate with individuals at all levels in the organization experience and an ability to effectively analyse information and produce clear, succinct reports and documents; • Strong interpersonal skills and ability to communicate clearly and empathetically with parents and children involved in research.
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> • Contributes intellectual input into the technical aspects of the Institute's research activities • Will contribute to scientific or technical planning • Takes responsibility for overall lab systems and efficiency

4. Working Relationships

Internal

- Supervisor/Laboratory Head
- Students
- Melbourne Children's Sleep Centre staff

5. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people's greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other's knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.

6. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	