

Research assistant

CLASSIFICATION	Research Assistant grade 1 or 2
RATES	\$40.00-\$45.00 per hour
WORKING HOURS	Flexible – 3 to 5 days / week
BASIS OF EMPLOYMENT	Casual - six months with possible extension pending on-going funding
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Email your CV and a sample of your report writing to Melanie Schmidt melanie.schmidt@unimelb.edu.au .
CONTACT FOR ENQUIRIES ONLY	"Kristin Diemer" Tel +61 3 "8344 9425" Email kdiemer@unimelb.edu.au <i>Please do not send your application to this contact</i>
CLOSING DATE	December 1st 2017

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

Position Summary

The research team working on violence against women and children at the University of Melbourne, School of Social Work is seeking an experienced casual research assistant to work on report writing and data analysis across several projects.

The data includes mostly small sample sets and analysis will be primarily descriptive however some statistical knowledge would be an advantage.

The duties will include analysis and interpretation of data as well as translating the data into stakeholder reports, and knowledge dissemination tools. Some experience with qualitative reporting and literature reviews would be an advantage. Where appropriate there is an opportunity for an experienced writer to draft peer review articles and be included as an author with team members.

The research projects are medium-term and this casual contract will be offered for a minimum of six months with extensions possible depending on funding availability. Our research team sits within a larger group of researchers in the Melbourne Alliance to End Violence Against Women (<http://maeve.unimelb.edu.au/>).

1. Key Responsibilities

- ▶ Working with the family violence research team in the Department of Social Work
- ▶ Attending weekly team and project meetings
- ▶ Quantitative data analysis
- ▶ Report writing
- ▶ Drafting peer review journal articles
- ▶ Administrative support as required

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Experience in data checking and cleaning
- ▶ Experience in data analysis with SPSS and Excel
- ▶ An eye for detail in reporting data
- ▶ Experience in stakeholder report writing
- ▶ Flexibility to respond to researcher needs as required

2.2 DESIRABLE

- ▶ Some experience with qualitative data collection and analysis
- ▶ Some experience with literature and scoping reviews
- ▶ Awareness of and some exposure to the family violence sector in Victoria and programs working with both victims of violence and men who use violence
- ▶ Competence in NVIVO

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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

5. Other Information

5.1 ORGANISATION UNIT

<http://healthsciences.unimelb.edu.au/departments/socialwork>

The position is located in the Department of social Work, School of Health Sciences, Carlton campus.

5.2 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>.