

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described	
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	<b>END RHD CRE RESEARCH ASSISTANT</b>	
<b>Division:</b>	Wesfarmers Centre of Vaccines and Infectious Diseases	<b>Department:</b>	Strep A and RHD
<b>Position reports to: (role)</b>	END RHD Head of Strategy		
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco		
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>			
<p>Telethon Kids Institute is leading the work to end rheumatic heart disease (RHD) as a public health priority for Aboriginal and Torres Strait Islander Australians. Two main programs of work are: the research program of the NHMRC funded END RHD Centre of Research Excellence (END RHD CRE), and the advocacy initiative END RHD, an alliance of leading health and research organisations. The major output of the END RHD CRE is the Endgame Strategy (a costed, stepwise strategy to end RHD in Australia), this role will provide research support to the END RHD Head of Strategy to develop and produce the Endgame Strategy report.</p> <p>The report will be structured around three main concepts: 1. The burden of RHD and the human, personal and economic impact. 2. Documenting the root causes of RHD and identifying strategies to address these causes. 3. Modelling the effect of possible strategies and making recommendations for RHD elimination. Broad stakeholder consultation is vital in developing final recommendations. This role will undertake desktop research, within pre-defined parameters, and synthesise information to inform the development of key recommendations, provide coordination and content for the various consultation processes and contribute to the writing, proofing and production of the report. The role will also provide support to research projects, current and planned, which are contributing to the recommendations of the Endgame Strategy.</p>			

**KEY RESPONSIBILITY AREAS** *(Please list in order of importance)*

<p><b>Key Position</b> <b>Accountabilities</b> What are the main areas for which the position is accountable</p>	<p><b>% of Total Role</b></p>	<p><b>Inputs:</b> What are the key activities or tasks to be carried out?</p>	<p><b>Outputs:</b> What are the expected end results?</p>	<p><b>Measures:</b> How it is measured</p>
<p><b>Research Support</b></p>	<p>60%</p>	<ul style="list-style-type: none"> <li>• Undertake literature reviews of specific topics and produce background documents and evidence summaries.</li> <li>• Coordinate writing groups/collaborators on specific topics/chapters and support formal consultation process (e.g. Delphi process for clinical/technical recommendations).</li> <li>• Collate and incorporate feedback from collaborators and stakeholders on specific topic areas/recommendations.</li> <li>• Proofing and editing as required for consultation documents, draft chapters and final report.</li> <li>• Support reference management including filing of publications, referencing from text and management of Endnote reference software.</li> <li>• Prepare ethics applications and support governance process relating to consultation and related CRE projects (e.g. the END RHD Communities).</li> <li>• Assist in preparing articles arising from Endgame Strategy for submission to peer review journals and grey literature.</li> </ul>	<p>High quality literature reviews and evidence synthesis.</p> <p>Accurate management of resources and references.</p> <p>Contribute to timely delivery of appropriate ethics submissions and online journal article submission.</p>	<p>Feedback from END RHD Head of Strategy and END RHD Team.</p> <p>Agreed timelines for deliverables are met.</p>

<b>Communication and coordination</b>	20%	<ul style="list-style-type: none"> <li>• Coordinate consultation on the RHD Endgame Strategy, in conjunction with END RHD CRE team</li> <li>• Contribute to the development of plain text summaries of research activities and recommendations for use on the END RHD CRE website and for END RHD</li> <li>• Contribute to the broader work of the CRE and END RHD activities through participating in regular team meetings.</li> <li>• Contribute to updating team workplan, timelines, contacts database and team meetings</li> </ul>	Active management of consultation process including timely follow up of emails and phone calls.	<p>Feedback from END RHD Head of Strategy and END RHD Team.</p> <p>Agreed timelines for deliverables are met.</p>
<b>Administration</b>	10%	<ul style="list-style-type: none"> <li>• Provide support for administrative tasks of the END RHD CRE, END RHD and Head of Strategy including meeting scheduling and room bookings.</li> </ul>	Efficient day-to-day operations	Feedback from END RHD Head of Strategy and END RHD Team.
<b>Other tasks as required</b>	10%	<ul style="list-style-type: none"> <li>• Perform other relevant duties as required</li> </ul>		Feedback from Manager

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	Completed or completing tertiary qualification in a health-related field
<b>Skills, Knowledge &amp; Experience:</b>	<p>Demonstrated capacity for high quality academic writing</p> <p>Completion of evidenced based literature reviews including</p> <ul style="list-style-type: none"> <li>• familiarity with online article databases including PubMed</li> <li>• familiarity with sourcing and including reports from unpublished/'grey' literatures</li> </ul> <p>Ability to synthesise large volumes of information into concise summaries</p> <p>Familiarity with Endnote referencing software</p> <p>Ability to take direction and work independently, including periods without in-person supervision</p> <p>Excellent verbal and written communication skills, including demonstrated interpersonal skills</p>

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	Postgraduate qualifications in a relevant field or equivalent professional experience
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<p><b>Skills, Knowledge &amp; Experience:</b></p>	<p>Experience working in Aboriginal and Torres Strait Islander health or other Indigenous contexts.  Experience working in the health sector  Academic experience potentially including ethics and journal submissions  Knowledge of rheumatic heart disease  Knowledge of public health policy and context</p>		
<b>SCOPE:</b>			
<p><b>Financial accountability:</b> Does this role have accountability for a budget?</p>			
<p>No</p>			
<p><b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>0</p>	<p>No. of indirect reports</p>	<p>0</p>

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

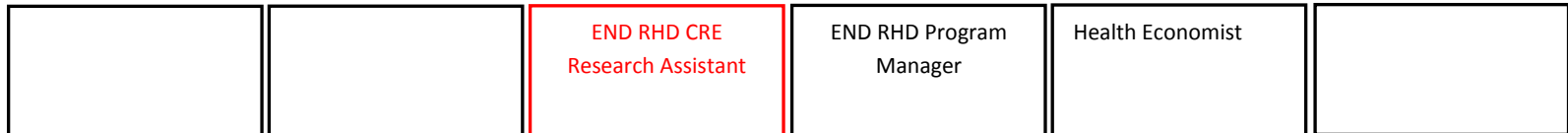
Next level of supervision

Director, Telethon Kids Institute

Immediate level of supervision

END RHD Head of Strategy

Other roles reporting to immediate supervisor



**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

- 1 year contract with the possibility of extension.
- Role up to 1.0 FTE (minimum 0.8 FTE). To be negotiated with the successful candidate.
- While the role has no direct responsibility for the work of END RHD, it is expected the incumbent understands the relationship between the two projects.
- Travels interstate to attend meetings as required
- Some afterhours work may be required
- The position is based in Sydney, Australia

The Strep A, RHD & Skin Health team are a multidisciplinary team of researchers working to reduce the burden of GAS diseases, with a particular focus on RHD. Acute rheumatic fever (ARF) and RHD are most common in developing countries and in vulnerable populations in high income countries. In Australia, Aboriginal and Torres Strait Islanders live with a substantial burden of RHD. Our research is focused on reducing this burden through basic science, implementation science and policy advocacy. Our core team are physically located at the Telethon Kids Institute in Perth with a number of remote staff and large number of national and international research collaborators. This position provides an opportunity to be part of an exciting research agenda and a growing team of dedicated professionals.

The End Rheumatic Heart Disease Centre of Research Excellence (END RHD CRE) was funded by the National Health and Medical Research Council in 2014. Working as part of a national collaboration, the END RHD CRE is producing a costed, step-wise strategy to end rheumatic heart disease (RHD) as public health priority in Australia. This will be delivered to the Commonwealth as the RHD Endgame Report in 2020.

END RHD is an alliance of health, research and community organisations seeking to amplify efforts to end rheumatic heart disease in Australia through advocacy and engagement. END RHD is leading the movement to end rheumatic heart in Australia by:

- Working with the communities most at risk of rheumatic heart disease in Australia to identify Indigenous-owned, community-led strategies to successfully tackle the disease.
- Securing funding and the political will to turn the world class research conducted by the End Rheumatic Heart Disease Centre of Research Excellence (END RHD CRE) into action.
- Educating and empowering Australians about the role they can play in ending RHD