



## INTERNSHIP INFORMATION

### Eligibility

To be eligible to participate in the National Health and Medical Research Council's Internship Program you must:

- Be enrolled in a PhD or Masters degree; and
- Possess a first degree in a health or medical research related field; and
- Be able to work effectively in a team as well as independently.

### Application Process for Internships

If you are able to meet the eligibility criteria and wish to be considered for an internship, please send an application to Human Resources no later than three months before the proposed internship is to take place.

The following documents must be submitted to be considered for selection:

1. Completed NHMRC Internship Program Application form, including certification by the sponsoring university/institution.
2. Authenticated academic transcript.
3. The names of two referees.
4. A covering letter (300- 500 words) detailing your motivation for applying for an NHMRC internship. This letter should indicate dates of availability and specify the branch you are interested in working in.

Applications can be submitted electronically to [recruitment@nhmrc.gov.au](mailto:recruitment@nhmrc.gov.au) and should state your name and the words 'Internship Application' in the subject line. Receipt of electronic applications will be notified by return e-mail. Should your application be successful an authenticated copy of your academic transcript and your sponsoring university/institution's support will be required.

Applications may also be submitted in hard copy to:

Human Resources  
National Health and Medical Research Council  
GPO Box 1421  
Canberra ACT 2601  
Australia

Hardcopy applications will not be acknowledged.

Successful applicants will be matched to available and appropriate work in one of the NHMRC's branches, either in Canberra or in Melbourne.

## **Branch Profiles**

The following brief descriptions are provided to assist you in deciding your work preferences.

### **Corporate Services Branch (Canberra)**

Corporate Services Branch is a team of trusted and professional advisers supporting achievement of the NHMRC's strategic objectives and the smooth operation of the agency.

Its primary role is to strengthen the capacity and capability of executives, managers and staff to fulfill their roles and responsibilities by providing, across all areas of its business:

- Strategic and effective policies, practices and procedures;
- Responsive, accurate and business-oriented advice, guidance and solutions;
- Client-focused information, training and support; and
- Streamlined coordination and management of legislative, public sector accountability and statutory reporting obligations.

The Branch supports delivery of NHMRC's outputs by providing cost effective, efficient and timely corporate services including:

- corporate strategy;
- financial management;
- human resources;
- business services;
- information technology; and
- procurement and contract management.

### **Grants Management Branch (Canberra)**

The Grants Management Branch is responsible for:

- the provision of support to committees and members;
- analysing and reporting on NHMRC compliance;
- the management and development of post-award grant administration; and
- the development of grant management IT systems.

### **Health Evidence and Advice Branch (Canberra)**

The Health Evidence and Advice Branch contributes to the delivery of the NHMRC's Strategic Plan by producing a range of outputs, either in-house or in collaboration with established key partnerships, based on the best available evidence. These include:

- formal partnerships;
- clinical practice guidelines;
- public health guidelines;
- health advice;
- evidence syntheses;
- discussion papers; and
- public statements.

## National Institute of Clinical Studies - NICS (Melbourne)

As part of the NHMRC, NICS works to improve health care by helping translate the findings of health and medical research into clinical practice. By working in partnership with others who share the same goals, NICS have produced very positive results from its efforts to connect evidence with best practice. NICS is recognised both locally and internationally for its expertise in the science of evidence implementation.

## Quality and Regulation Branch (Canberra)

The role of the Quality and Regulation Branch is to promote a high standard of ethical research in line with guidelines issued by the NHMRC and to provide, develop and implement monitoring, compliance and support functions to the Embryo Research Licensing Committee constituted under the *Research in Human Embryos Act 2002*.

## Research Investment Branch (Canberra)

The Research Investment Branch has two principal objectives:

1. to develop strategies for investing the Medical Research Endowment Account in the best and most relevant research for the health of all Australians; and
2. to manage the peer review process for all NHMRC funding schemes.

In pursuing the first objective, the branch fosters and develops financial support and commitment through strategic alliances, partnerships and other avenues to increase investment in Australia's health and medical research sector. It also undertakes evaluations and the redesign of its funding schemes and of peer review and selection processes.

In pursuing the second objective, the branch works closely with other branches in relation to policy, IT development and post-award management of grants, and a wide range of stakeholders (particularly Research Committee, Grant Review Panels and expert assessors).

## Terms and Conditions of the Internship Program

### Duration

Internships will generally last for a period of two to four weeks but may be negotiated for a longer period by agreement.

### Status of Interns

Interns are not considered to be officials or staff members of the National Health and Medical Research Council. They do not have supervisory responsibility nor represent the NHMRC in any legal capacity.

### Confidentiality and Conflict of Interest

All Interns are required to sign a confidentiality undertaking and as such are obliged to keep confidential any and all unpublished information made known to him or her by the National Health and Medical Research Council during the course of their placement. Except with the explicit authority of the Chief Executive Officer (CEO) of the NHMRC, Interns shall not publish any reports or papers on the basis of information obtained during their participation in the program, either during or after the completion of the placement.

Interns should report any potential or perceived conflict of interest arising during their placement to their direct supervisor. The NHMRC has sole discretion to solve any such conflict of interest as it deems appropriate, including termination of the placement.

## **Subsequent Employment**

Interns should not have an expectation of employment by the National Health and Medical Research Council during or subsequent to the completion of the placement.

## **Visas**

Any visa requirements are the sole responsibility of the applicant and should be completed prior to departure for Australia.

## **Remuneration**

The National Health and Medical Research Council Internships do not attract any remuneration or benefits. Before applying for the program applicants should be sure to have adequate financial support for the duration of the placement.

## **Location**

The National Health and Medical Research Council has offices in Canberra and in Melbourne and placements may be available in either office. Interns need to cover all travel costs if they wish to undertake an internship in a city different from their usual place of residence.

## **Accommodation**

The National Health and Medical Research Council assumes no responsibility for finding or arranging accommodation for interns.

## **Responsibility of Receiving Branches**

Branches receiving Interns aim to ensure that the work experience provided is rewarding and enriching. Branches will seek to ensure that assignments are related to the Intern's academic background, experience and expertise and are appropriate in complexity and variety.

## **Hours of Attendance**

Interns are expected to work a standard 7 hour 30 minute day unless otherwise negotiated with their supervisor.

## **Annual Leave, Personal Leave and Public Holidays**

Interns do not have access to annual or personal (sick) leave. The official public holidays observed by the National Health and Medical Research Council apply to Interns in the same way they do to NHMRC employees.

## **Separation**

Interns are required to provide their receiving Branch with a copy of all materials prepared during their internship and are expected to comply with all required exit procedures at the end of the placement.

Interns who do not have the right of residency in Australia need to ensure that they do not breach any visa requirements once the placement has finished.

The National Health and Medical Research Council reserves the right to terminate an Intern's placement at any stage in the case of inappropriate or unprofessional conduct, or serious failure to perform tasks assigned.

### **Performance Evaluation**

On completion of the Internship Program, Interns are required to submit a report summarising their activities and experiences to their supervisor. This report should be submitted no later than three (3) working days before the end of the placement.

The supervisor will provide feedback on the conduct of the internship.