



POSITION DESCRIPTION

Centre for Youth Mental Health
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant in Youth Mental Health

POSITION NO	0051421
CLASSIFICATION	Level A
WORK FOCUS CATEGORY	Academic Research
SALARY	\$73,669 - \$99,964 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	0.6 – 1.0 FTE (negotiable)
BASIS OF EMPLOYMENT	Fixed-term position available until 30 June 2022 Fixed term contract type: Externally funded.
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CONTACT FOR ENQUIRIES ONLY	Professor Sue Cotton Tel +613 9966 9448 Email: sue.cotton@orygen.org.au <i>Please do not send your application to this contact</i>

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

Position Summary

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Company has three Members: Colonial Foundation, The University of Melbourne and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees to be made available to undertake activities for Orygen, and this arrangement will apply to you. University employees working at Orygen are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to Orygen policies and procedures (including Orygen's delegations of authority framework which can be found at <http://staff.orygen.org.au/>), but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at Orygen, you will be subject to the reasonable control and direction of Orygen. You consent to the University disclosing to Orygen your personal employment information solely for the purposes of facilitating your secondment to Orygen, and that such disclosure will not be a breach of any of your privacy rights.

An experienced Research Assistant is required to work on an NHMRC funded clinical trial ('ENACT') in young people being treated for a first episode of psychosis at Orygen's Early Psychosis Prevention and Intervention Centre (EPPIC). The aim of the ENACT trial is to investigate a nutraceutical supplement, called N-acetylcysteine (NAC), for treating symptoms of early psychosis when added to treatment as usual. The study further aims to explore the mechanisms of action of NAC in this population, investigating biological markers from blood and neuroimaging. Participants will be young people (aged 15 to 25 years) attending clinical services at EPPIC sites located in Parkville, Sunshine and Melton.

The Research Assistant will be required to display self-initiative and work productively within the research and clinical teams using established protocols. The Research Assistant will also be required to keep meticulous records and maintain data, assisting with data entry and verification.

The Research Assistant will report to, and work under the direction of the Trial Coordinator and Principal Investigator.

Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Liaise with CYMH and Orygen clinical staff, and with young people with first episode psychosis and their families to recruit participants to the trial;
- ▶ Conduct clinical interviews with participants within clinical (e.g. CYMH/Orygen) and community settings (e.g. client's homes, schools, etc) using multiple standardised clinical assessment instruments according to the research protocol;
- ▶ Assist in the preparation of documents required for ethics and governance submission in accordance with committee requirements;
- ▶ Organise, conduct and facilitate participant MRI imaging sessions at the Austin Hospital;

- ▶ Facilitate participants' attendance at pathology collection centres for blood tests and data collection;
- ▶ Liaise with clients, families and CYMH/Orygen clinical staff to transfer the trial investigational product (N-acetylcysteine/placebo) to participants and to support the adherence to the treatment protocol;
- ▶ Maintain accurate and detailed records of study data and participant information and consent procedures as well as maintaining confidential files and reports;
- ▶ Assist with data entry, data verification and conduct basic data analysis;
- ▶ Complete regular inter-rater reliability checks for compliance purposes;
- ▶ Participate in the preparation of manuscripts for publication in peer-reviewed journals;
- ▶ Regularly communicate and report to the study coordinator (primary) and chief investigator (secondary) on study progress;
- ▶ Participate in other research projects within CYMH and Orygen as required.
- ▶ Any other duties as reasonably requested, consistent with the classification of this position.

1.2 LEADERSHIP AND SERVICE

- ▶ Build competence and confidence in presenting the projects, study methods, analysis and results to academic and community audiences;
- ▶ Work collegially as part of the project team involving multidisciplinary clinical, research and translational staff and manage research and clinical relationships;
- ▶ Prepare and present reports for team meetings and study investigators;
- ▶ Attend and participate in research meetings and associated research events;
- ▶ Effective demonstration and promotion of Orygen and University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours) in behavioural or social sciences, or a related discipline.
- ▶ A high-level understanding of youth-onset mental health disorders, mental health interventions and an understanding of psychiatric diagnoses and disorders.
- ▶ Demonstrated ability to understand and adhere to a research study protocol and familiarity with research and experimental design issues including an awareness of the principles underpinning Good Clinical Practice.
- ▶ Excellent verbal and written communication skills for effective research collaboration and engagement.
- ▶ Demonstrated administrative, organisation and problem-solving skills in a research setting, including meticulous record keeping, data management skills (e.g. data entry, data verification) and ability to prioritise work to effectively manage tasks during peak periods.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and statistical packages such as IBM SPSS statistics.

2.2 DESIRABLE

- ▶ Experience working in a mental health setting, and preferable experience in dealing with people with serious mental illness
- ▶ Experience working with adolescents and young adults and an appreciation of adolescent developmental issues
- ▶ Experience conducting randomised controlled trials, particularly with pharmaceutical interventions.

2.3 SPECIAL REQUIREMENTS

- ▶ Valid Victorian driver's licence.
- ▶ Unrestricted right to live and work in Australia.
- ▶ OHSE training is essential and is provided by Orygen.
- ▶ The Research Assistant will be based in Parkville, but will be required to collect data from a range of locations including Orygen's Sunshine and Werribee sites and in participants' homes in western and north-western Melbourne.
- ▶ This position is based at the Parkville site, however may initially commence work remotely from home.
- ▶ Flexibility to work out of business hours for operational and research purposes
- ▶ Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children's Check and a valid Police Check.

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 CENTRE FOR YOUTH MENTAL HEALTH

www.cymh.unimelb.edu.au and www.orygen.org.au

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry and the Chief Operating Officer is Mr John Moran. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Shitij Kapur, Dean of the Faculty.

5.2 ORYGEN

Orygen, The National Centre of Excellence in Youth Mental Health is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

Further information available at <https://www.orygen.org.au/About/About-Us>

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.4 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>.

5.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>