Melbourne School of Psychological Sciences
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant

POSITION NO  0052826
CLASSIFICATION  Level A
SALARY  $80,258 – $108,906 p.a. (pro rata for part-time)
SUPERANNUATION  Employer contribution of 17%
WORKING HOURS  Full-time (1.0 FTE) (or flexible at candidate request)
EMPLOYMENT TYPE  18 months, Fixed Term (or pro rata)
OTHER BENEFITS  http://hr.unimelb.edu.au/careers/working/benefits
CONTACT  Dr Caitlin Hitchcock
FOR ENQUIRIES ONLY  Email: caitlin.hitchcock@unimelb.edu.au

Please do not send your application to this contact

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

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Melbourne School of Psychological Sciences, within the Faculty of Medicine, Dentistry and Health Sciences, is one of the leading schools of Psychology in Australia, with active research programs in Cognitive and Behavioural Neuroscience, Developmental Psychology, Clinical Science, Cognitive and Mathematical Psychology, and Social and Personality Psychology as well as a large undergraduate teaching program and postgraduate research and professional training programs. The School has recently established four research hubs in Decision Science, Complex Human Data, Ethics and Well-Being, and Brain and Mental Health, and it also hosts the Melbourne Centre for Behaviour Change and the Contemplative Studies Centre.

We are seeking to appoint an outstanding research assistant to assist with research in the Mechanisms of Mental Health research group, within the Melbourne School of Psychological Sciences. The research assistant will act as a project manager for the MRFF Million Minds funded project ‘A data driven assessment tool for youth mental health’. In the project, young people, clinicians and scientists will use data from Orygen youth mental health services to develop a youth-specific assessment to better detect problem areas, helping clinicians to identify interventions. The project will deliver a low-cost assessment tool to ensure young Australians can get better targeted treatment. The research assistant will work closely with colleagues at Orygen Digital, lead data management and data collection with young people (12-25 year olds), liaise with clinical services to assess implementation of the assessment tool, and assist with data analysis. The research assistant will also assist other research activities across the research group, along with administration (e.g., ethics applications).

The successful candidate will work report to the lab director Dr Caitlin Hitchcock. They will work closely with a project postdoctoral researcher, PhD students, and Honours students.

As an Academic staff member, the successful applicant is expected to support the broad ethos of the School and the School’s compliance with University policies and procedures, including environmental health and safety as well as the Faculty’s and the University’s values.
1. **Key Responsibilities**

1.1 **RESEARCH AND RESEARCH TRAINING**

- Leading data collection activities (e.g. preparation and programming of data collection materials, recruitment of participants, monitoring study emails, setting up data collection).
- Assisting with the preparation of ethics applications and pre-registrations of new data collection activities.
- Assisting with data processing and analysis (e.g. pre-processing and cleaning of research data, running statistical analyses).
- Helping prepare grant applications (e.g. preparing budget information, gathering information on grant guidelines).
- Working alongside colleagues within the research group and Orygen Digital to deliver on project objectives.

2. **Selection Criteria**

2.1 **ESSENTIAL**

- An honours degree in psychology or a closely related discipline.
- A capacity to work both independently and as a member of a team to deliver high-quality research outcomes.
- Demonstrated organisational, analytical and interpersonal skills, and capacity for project management.
- Demonstrated excellent verbal and written communication skills.
- Experience in collecting data from human participants.
- Experience with data analysis in R.

2.2 **DESIRABLE**

- Experience working with clinical populations and/or young people.
- Knowledge of translational cognitive science.
- Experience with programming experimental tasks (e.g., Qualtrics, JavaScript, Matlab, or Python).
- Interest in developing advanced data analysis skills.

2.3 **OTHER JOB RELATED INFORMATION**

- This position requires the incumbent to hold a current and valid Working with Children 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

5. Other Information

5.1 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES

www.psychologicalsciences.unimelb.edu.au

The Melbourne School of Psychological Sciences is one of six schools within the Faculty of Medicine, Dentistry and Health Sciences. It is consistently ranked one of the top Schools of Psychology in Australia and was ranked 17th in the world in the 2022 QS global rankings. The School is undergoing vigorous growth and attracts some of the best students nationally and internationally to its broad range of accredited undergraduate, graduate, professional programs as well as its comprehensive research programs.

The School is home to a vibrant community of >90 academic, teaching, research and professional staff, over 140 honorary staff, 100 tutors, and 120 PhD students. In 2022, there were over 5,500 students enrolled in undergraduate subjects offered by Psychological Sciences, primarily through the Bachelor of Arts, Bachelor of Science and Bachelor of Biomedicine, but also in breadth subjects in the Bachelor of Commerce, Bachelor of Environments, and Bachelor of Music. There were about 250 students enrolled in the Graduate Diploma of Psychology, 70 in the Master of Applied Psychology, about 120 students enrolled in fourth year programs (B. A.(Hons),
B.Sc.(Hons), and the Graduate Diploma of Psychology (Advanced) and around 100 students enrolled in our professional postgraduate programs (Clinical and Clinical Neuropsychology and combined Masters/PhD programs).

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research.

The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities. The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

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.

5.3 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

5.4 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.

5.5 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 https://about.unimelb.edu.au/strategy/governance