Phoenix Australia Centre for Posttraumatic Mental Health Inc  
Department of Psychiatry  
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant/ Research Fellow

POSITION NO 0051747
CLASSIFICATION Research Assistant (Level A)
SUPERANNUATION Employer contribution of 17.0%
WORKING HOURS Full-time or 0.8 FTE
BASIS OF EMPLOYMENT Position available for 12 months
Fixed Term contract: External funding
OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY A/Professor Lisa Dell  
Tel +61 3 9035 5599  
Email lisa.dell@unimelb.edu.au
Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
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 mission of the Phoenix Australia Centre for Posttraumatic Mental Health (Phoenix Australia) is to build the capability of individuals, communities and organisations to understand, prevent, reduce and recover from the adverse mental health effects of trauma. The general mental health of past and present members of the defence community is also a key priority. The mission is achieved through research, education and training, and the provision of policy and service improvement advice.

This role will sit within the military and high risk mental health stream of research and evaluation at Phoenix Australia and will have a strong focus on this population as well as other populations as relevant. The incumbent will have a research and/or evaluation background in military or other high risk population mental health, ideally posttraumatic mental health, including a developing record of outputs in peer reviewed publications and/or technical reports.

The Research Assistant will be responsible for assisting with project coordination, data analysis and high-quality writing for project materials, reports and publications. Other key activities include supporting ethics applications, participant recruitment and tracking/monitoring data. The successful applicant will be expected to work across a number of projects at one time, supporting a number of project teams with activities specific to each project.

The position will be based at Phoenix Australia in the Department of Psychiatry, The University of Melbourne. The position will report to the Director of Research and Evaluation, although line management for day-to-day tasks will be delegated.

1. Key Responsibilities

1.1 RESEARCH

- Work within project teams to provide analytical research and report writing skills.
- Contribute to writing of ethics applications, project reports and peer review journal articles.
Plan for and maintain participant tracking databases including within excel and SPSS (including data entry).

Conduct descriptive and univariate statistical data analysis (e.g. t-test, ANOVA).

Conduct qualitative analysis of data if required.

Support the recruitment of participants through screening or assessing potential participants over the telephone which may include the administration of semi-structured or structured clinical interviews if required.

Conduct focus groups with non-clinical and clinical populations, and write up findings, if required.

1.2 TEACHING AND LEARNING

Contribute to the development and evaluation of education and training programs for mental health clinicians, organisations and members of the community working with those impacted by traumatic events.

1.3 KNOWLEDGE TRANSFER

Contribute to provision of policy and service improvement advice on posttraumatic mental health issues to government and/or non-government organisations.

Contribute to writing project reports and policy documents for stakeholders.

Assist with the preparation of conference papers at invited forums.

Liaise regularly with key stakeholders about information that relates to their projects.

1.4 SERVICE AND LEADERSHIP

Perform Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

Undertake other tasks or projects as required by the project leader or Director of Phoenix Australia.

Attend and actively participate in Phoenix Australia's meetings and/or committees.

2. Selection Criteria

2.1 ESSENTIAL

Undergraduate degree with first class Honours in psychology or related mental health field.

Experience in working on research projects involving military or other high risk populations.

Demonstrated skill in writing high quality reports and/or manuscripts for peer review.

Evidence of ability to analyse and interpret quantitative and qualitative data and maintain accurate data records.

Demonstrated competence with working with Microsoft suite of products (eg, Word, PowerPoint, Excel, Access) and bibliography packages such as Endnote.

Excellent analytical and problem solving skills.
Excellent organisational and time management skills including working to deadlines and setting priorities.

Demonstrated ability to work in close co-operation with other members of a project team and to maintain a good working relationship to achieve a high level of co-operation leading to project goals being achieved.

2.2 DESIRABLE

- Knowledge of the research and clinical literature in relation to posttraumatic mental health.
- Knowledge of posttraumatic and/or veteran and military mental health issues.
- Skills with statistical analytical packages such as SPSS and MPLUS
- Evaluation experience.

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 service 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 PHOENIX AUSTRALIA

Phoenix Australia is an independent not-for-profit company and a registered charity. With an affiliation with the University of Melbourne, our staff are mostly employed by the university and we have a close working relationship with the Department of Psychiatry within the Melbourne Medical School. Our Board of Directors includes independent members as well as senior representatives from the Departments of Veterans’ Affairs and Defence.

www.phoenixaustralia.org

5.2 DEPARTMENT OF PSYCHIATRY

The Department of Psychiatry at the University of Melbourne was established in the 1960s. It is one of the largest Departments in the Melbourne Medical School. There are about 120 academic and professional staff, 140 honorary staff and 50 students pursuing research degrees from Honours, Masters, and PhD programs. A further 240 students are enrolled in graduate coursework programs, including the flagship Master of Psychiatry program. The Department plays a key role in the medical curriculum of the graduate Doctor of Medicine (MD) program, providing rotations in mental health for medical students and teaching in other sections of the course. The Department also offers opportunities for students undertaking research projects in the MD course.

The Department is located across a broad reach of Melbourne, including teaching and research units at Austin Health, Royal Melbourne Hospital, St Vincent’s Health, Northern Health and Western Health. The Department also has units at two private hospitals: Albert Road Clinic (Ramsay Health Care) and The Melbourne Clinic (Healthscope).

The Department’s research focuses on improving our understanding and treatment of mental health disorders across the lifespan. It covers a broad range of psychiatric research, including prediction and biomarker research, neuropsychiatry, psychopharmacology, neuroimaging, psychosocial research, economic evaluation, ethics, psychiatric epidemiology, and mental health service delivery.

www.psychiatry.unimelb.edu.au

5.3 MELBOURNE MEDICAL SCHOOL

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health.
- Clinical Pathology.
- Critical Care.
- General Practice.
- Medical Education.
- Infectious Diseases.
- Medicine.
- Obstetrics and Gynaecology.
- Paediatrics.
- Psychiatry.
- Radiology.
- Rural Health.
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture: https://medicine.unimelb.edu.au/about/diversity-and-inclusion MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.
5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

www.mdhs.unimelb.edu.au/

5.5 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.

5.1 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.

5.2 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