



POSITION DESCRIPTION

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

Research Assistant in Youth Mental Health

POSITION NO	0064031
CLASSIFICATION	Level A
WORK FOCUS CATEGORY	Research Focused
SALARY	\$83,468 – \$113, 262
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	0.8 -1 FTE
BASIS OF EMPLOYMENT	Fixed Term position available until 30 th June 2025. Fixed term contract type: Externally funded.
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 , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Ellie Brown, Tel +61 3 9966 9100 Email Ellie.brown@unimelb.edu.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

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

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: The Colonial Foundation, The University of Melbourne, and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees to provide services to Orygen. University employees working at Orygen are required to adhere to University policies, procedures, regulations and statutes, and to Orygen policies and procedures including its delegations of authority framework which can be found at <http://staff.orygen.org.au/>. For the period of providing services to Orygen, employees will adhere to the control and direction of Orygen.

This position will be based in the National Programs team, with the Knowledge Translation division, a branch of Orygen, The National Centre of Excellence in Youth Mental Health and the Centre for Youth Mental Health, at the University of Melbourne. National Programs consists of two teams; AEPP and SIQI. The Australian Early Psychosis Program (AEPP) team has been contracted by the Department of Health and Aged Care to assist, support and guide the development of services that target young people with, or at risk of, first episode psychosis, particularly within the designated headspace centre nationally. Orygen provides consultation, advice and support to the eight clusters who are responsible for implementing the headspace Early Psychosis (hEP) services locally. The Service Implementation and Quality Improvement (SIQI) team supports PHN's and service providers with the design, implementation, quality and improvement of nationwide YES (Youth Enhanced Service) programs.

This position reports to Dr Ellie Brown (Senior Research Fellow) while working day-to-day with the AEPP team (led by Dr Shona Francey) and the SIQI team (led by Craig Hamilton).

1. *Key Responsibilities*

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Contribute to managing research focused projects within AEPP and SIQI, including applications to Ethics and Governance Committees.
- ▶ Undertake small projects using existing datasets to answer clinical questions proposed by the AEPP, headspace National evaluation or hEP teams.
- ▶ Support the undertaking of the fidelity process across hEPs including:
 - ▶ Arrange site visits for the administration of the fidelity measure at the 8 national Early Psychosis services.
 - ▶ Assisting with data collection relevant to the tool and collaborating with other team members undertaking fidelity visits.
 - ▶ Prepare fidelity reports in collaboration with the team including service strengths, areas for improvement and make appropriate recommendations.
 - ▶ Assist in responding to any site questions or issues related to fidelity such as attending Data Managers meetings led by headspace National.
- ▶ Participate as required in national PHN/hEP forums run by Orygen to key constituents.
- ▶ As required, participate in team meetings, provide support to other team staff as requested and promote positive team working relationships.
- ▶ Contribution to the youth mental health evidence-base through the development of case studies, rapid literature reviews, focus group interviews, data analysis and evaluation of SIQI activities.
- ▶ Undergo Good Clinical Practice training and provide work following these standards.
- ▶ Develop and maintain effective working relationships with colleagues and stakeholders.
- ▶ Any other duties as reasonably required.

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate in key aspects of engagement within Orygen.
- ▶ Participate in community and professional activities including attendance and presentations at conferences and seminars.
- ▶ Positive engagement in learning and career development of self and others.
- ▶ Effective demonstration and promotion of Orygen and University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 4.
- ▶ Undertake probationary and performance management processes.

2. *Selection Criteria*

2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours or Masters by Research) in behavioural or social sciences or a related discipline or progress towards a PhD.
- ▶ A strong interest in youth mental health
- ▶ Demonstrated excellent verbal and written communication skills.

- ▶ Excellent organisational and time management skills, include a demonstrated ability to simultaneously work on multiple tasks.
- ▶ Negotiate and prioritise workload with supervisor and other staff to ensure the successful delivery of initiatives and projects.
- ▶ Communicate and collaborate effectively and appropriately with staff, stakeholders and key dependencies within Orygen and external partners.
- ▶ Contribute thought leadership to influence decision making processes, such as quality and continuous improvement and organisational planning and reporting.
- ▶ Ability and desire to build a research career in the mental health sector.

2.2 DESIRABLE

- ▶ Knowledge of the headspace Early Psychosis and Youth Enhanced Services Programs
- ▶ Experience with longitudinal analysis methods
- ▶ Understanding of fidelity measures and applications
- ▶ Experience of working with adolescents and young adults and an appreciation of adolescent developmental issues.
- ▶ Experience preparing and managing human research ethics submissions, amendments, and associated reporting.
- ▶ Experience with design, management, and analysis of surveys.
- ▶ Experience with digital data collection, analysis and referencing tools e.g. Qualtrics, SPSS, NVivo, electronic literature databases, EndNote.
- ▶ Experience with qualitative research methods and analysis.

2.3 SPECIAL REQUIREMENTS

- ▶ Unrestricted right to work in Australia
- ▶ Any offer of employment is conditional upon receipt and maintenance of a valid Working With Children Card and a satisfactory Police Check
- ▶ Some out of hours work may be required
- ▶ This position is based at Parkville with flexibility to work from home. Travel to other Orygen locations may be required. Capacity to travel within Australia to hEP sites which may involve overnight stays.
- ▶ All workplaces and surrounding sites are non-smoking environments.

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

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 Kerryn Pernell. Reporting arrangements are through the University of Melbourne structure with a direct report to the Dean of the Faculty.

5.2 ORYGEN

Orygen 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 & 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.

5.4 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>