

POSITION DESCRIPTION

Position Title	Research Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	The Healthy Brain and Mind Research Program, School of Behavioural and Health Science		
Nominated Supervisor	Deputy Director		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	St Patricks
CDF Achievement Level	1 All Staff	Work Area Position Code	13122
Employment Type	Full-time (1 FTE), Fixed term	Date reviewed	March 2020

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences offers courses in biomedical science, clinical education, clinical exercise physiology, exercise and cancer, exercise science, health administration, healthcare simulation education, high performance sport, mental health, midwifery, nursing, nutrition science, occupational therapy, paramedicine, physiotherapy, psychology, public health, rehabilitation, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia's health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Schools are:

- School of Nursing, Midwifery and Paramedicine (National)
- School of Allied Health (National)
- School of Behavioral and Health Sciences (National)

The Faculty's courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at:

http://www.acu.edu.au/about_acu/faculties_institutes_and_centres

ABOUT THE HEALTHY BRAIN AND MIND RESEARCH CENTRE

The Healthy Brain and Mind Research Centre aims to advance knowledge critical to improving mental health, performance and well-being. Mental health and developmental disorders have significant negative impacts upon the mortality and social participation of the most vulnerable members of the community and are among the most urgent global challenges of the 21st century. The Centre seeks to make significant contributions to mental health, participation and well-being by integrating cutting edge research expertise and technology spanning neuroscience, addiction science, clinical psychology, developmental psychology, and rehabilitation science to improve the understanding, prevention and treatment of mental health and developmental disorders. The Healthy Brain and Mind Research Centre includes a program of research focused the *Neuroscience of Addiction and Mental Health*.

ABOUT THE NEUROSCIENCE OF ADDICTION AND MENTAL HEALTH PROGRAM

Addiction is highly prevalent and has devastating effects on the lives of 35 million people globally. This program aims to resolve a deep evidence gap on the mechanisms of vulnerability and recovery in addiction and related mental health problems. The overarching focus of this program is to map the clinical, cognitive and brain mechanisms that *predate* and *predict* the onset of addiction, substance use behaviours, and related mental health problems (e.g. depression, anxiety, psychosis), the factors that *exacerbate* brain and mental health harms in people with addiction, and to pave the way for new strategies *to recover* these harms. To achieve our aims, we use next-generation multimodal brain imaging tools, longitudinal neuroimaging consortia, large cohort studies, and carefully-controlled experiments including behavioural and pharmacological interventions. Ultimately, this Program will generate new high-quality evidence to transform neuroscientific theories of addiction, and to inform the identification of prevention and treatment targets. Our vision is to alleviate the devastating impact of addiction on the lives of those affected, their families, and the broader society.

POSITION PURPOSE

The Research Officer will join a strong vibrant research culture and productive research team where quality research is conducted.

The overarching role will be to provide technical support to the Deputy Director in The Healthy Brain and Mind Research Centre. This includes assisting with the development of psychological tasks and neuroscience experiments, with a predominant role in driving analysis of psychological and neuroscience (i.e., MRI) data, and providing support for research-related activities such as manuscript preparations, grant submissions, and publications as required to assist with quicker turn-around of submissions to journals. Further, this position will also involve some assistance with student supervision, such as training students on basic MRI analyses processes (i.e., pre-processing of data).

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Assist with the development and implementation of automated pipelines/workflows of pre-/post-processing of MRI data (e.g., in SPM, FSL, Matlab, Python, Freesurfer, CONN), and associated data analysis.	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Make Informed Decisions • Collaborate Effectively 	✓			
Administer a range of standardised and non-standardised neuropsychological tests to internal/external participants in line with University and ethical protocols and procedures to obtain data. This includes scoring and data input of the tests / measures carried out.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Communicate Effectively • Coach and Develop 	✓			
Assist with the operation and maintenance of neuroscience equipment including MRI-related tools for data acquisition and analysis.	<ul style="list-style-type: none"> • Make informed decisions • Know ACU Work processes and systems 	✓			
Provide support for manuscript preparations and grant applications (e.g., literature searches, data collection and analysis) and other research-related activities (e.g., data management) as required.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with impact 	✓			

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team ✓	School or Campus ✓	Faculty or Directorate ✓	Across the University ✓
Provide training and supervision to users (students and staff) of technical equipment to ensure effective use of equipment and systems and to progress quality research outcomes.	<ul style="list-style-type: none"> • Coach and Develop • Communicate with impact 	✓			
Provide advice on system and process improvements to ensure best practices are implemented in the Program.	<ul style="list-style-type: none"> • Make informed decisions 	✓			
Support the daily operations of the research projects, including administrative, technical and research activities such as recruiting participants and data collection.	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate with Impact 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Design and implement new protocols for technical systems (e.g., MRI analyses) within the agreed timeframe and quality standards.
- Implement effective processes to ensure accurate data analyses to meet tight deadlines.
- Set up new and effective technical data management systems and management for large MRI data sets.
- Communicate effectively with busy team members to effectively complete data collection, analysis and preparation of research manuscripts, meeting project timelines.

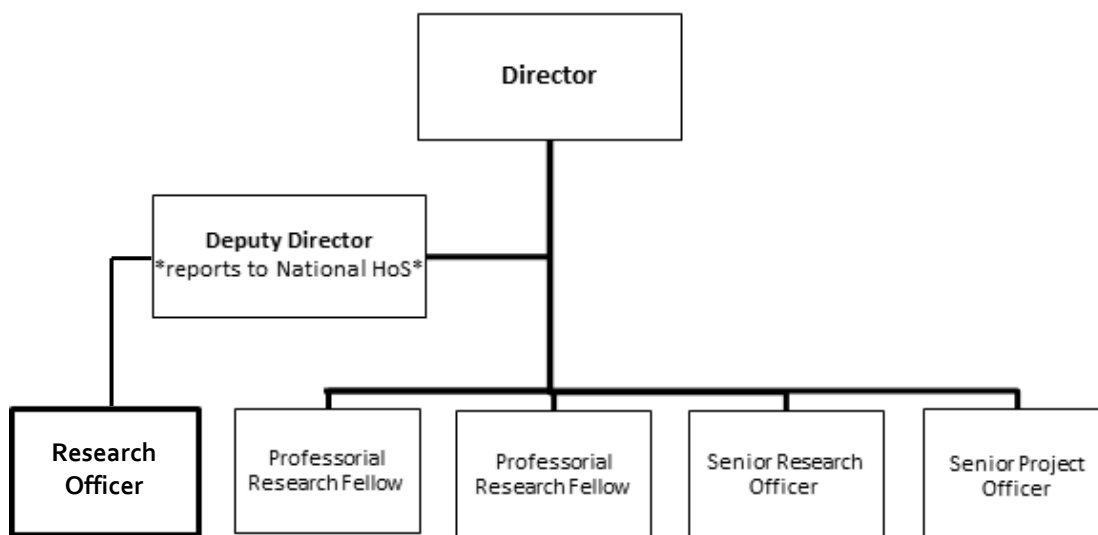
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of support and administrative services but will seek advice when needed from supervisor.
- The position holder gives advice and recommendations on technical outcomes and related improvements to the manager in response to progressing research outcomes.

Communication / Working Relationships

- The Research Assistant will communicate with members of the research program to provide advice and information where needed. The position holder will also communicate with other School of Behavioural and Health Sciences researchers / staff members where needed and appropriate.
- The position holder will be required to communicate with professionals from other Universities and relevant external organisations to coordinate joint initiatives, create collaborations, and share outcomes to wider community as appropriate.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of an undergraduate qualification with relevant experience in a relevant field such as psychology, neuroscience, computer science, or engineering.
2.	Demonstrated computer programming experience with MATLAB, or similar. Experience with experimental design and programming software (E-Prime, Presentation, Behavioural Systems, Psychtoolbox), would be an advantage.
3.	Demonstrated experience working with MRI technology and related data analysis software (such as Freesurfer, MRTrix, SPM / FSL).
4.	Familiarity with data analysis, statistical methods and software (SPSS, STATA, R) in psychology / cognitive neuroscience or related fields.
5.	Familiarity with general drafting and technical contributions to articles for publication in scientific journals.
6.	Demonstrated planning, organisational and problem solving skills.
7.	Demonstrated experience with all aspects of the recruitment, questionnaire/cognitive/MRI data collection, databasing and quality checks questionnaires, computer tasks or multimodal MRI.

Core Competencies (as per the [Capability Development Framework](#))

8.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
9.	Demonstrated ability to work collaboratively with stakeholders internal and external to the organisation to capitalise on all available expertise in pursuit of excellence.
10.	Ability to take personal accountability for achieving the highest quality outcomes through understanding of organisational context, self-reflection, and aspiring to and striving for excellence.

Other attributes

11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
-----	--