

## POSITION DESCRIPTION

<b>Position Title</b>	Research Support Officer		
<b>Organisational Unit</b>	Faculty of Health Science		
<b>Functional Unit</b>	School of Nursing, Midwifery & Paramedicine (Mental Health Nursing Research Unit)		
<b>Nominated Supervisor</b>	Professor of Mental Health Nursing		
<b>Higher Education Worker (HEW) Level</b>	HEW 6	<b>Campus/Location</b>	Melbourne (Royal Melbourne Hospital)
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	13329
<b>Employment Type</b>	Full-time, Fixed Term (to April 2019)	<b>Date reviewed</b>	February 2017

## 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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President 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.

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.

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## **ABOUT FACULTY OF HEALTH SCIENCES**

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The Faculty of Health Sciences is located across five campuses of Australian Catholic University and is one of the largest faculties of Health Sciences in Australia. The Faculty is structured into six Schools and there are three University priority research centres based in the Faculty:

The Schools are:

School of Nursing, Midwifery and Paramedicine (National)  
School of Exercise Science (National)  
School of Physiotherapy (National)  
School of Allied Health (National)  
School of Science (National)  
School of Psychology (National)

The University's Research Priority Centres are:

National Centre for Clinical Outcomes Research (NaCCOR)  
Centre of Physical Activity Across the Lifespan (CoPAAL)  
Cardiovascular Research Centre (CvRC)

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.

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## **ABOUT THE SCHOOL OF NURSING, MIDWIFERY AND PARAMEDICINE**

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ACU is a recognised nationwide leader in health sciences education and prides itself on the quality of its programs and its graduates. The School of Nursing, Midwifery and Paramedicine comprises a team of highly motivated and dedicated academic and professional staff who have built a strong teaching and learning environment as evidenced by student demand, entry levels, and student course experience evaluation over several years.

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## **ABOUT THE MENTAL HEALTH NURSING RESEARCH UNIT**

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The Mental Health Nursing Research Unit (MHNRU) is based at the Royal Melbourne Hospital and is a joint initiative between NorthWestern Mental Health (NWMH), Melbourne Health and the Australian Catholic University (ACU). The MHNRU undertakes nurse-led clinically focused research that aims to improve mental health service delivery and improve service users' outcomes. Our research has a particular focus on the translation of evidence into practice.

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## **POSITION PURPOSE**

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Under the guidance of the Prof in MHN, the position oversees research projects from inception to completion, including developing, coordinating and conducting research projects, grants and tenders. The RSO facilitates the efficient and effective operation of the MHNRU's research in accordance with the MHNRU strategic plan. This includes all administrative and research activities required to manage and deliver the research projects and to work with a range of internal and external stakeholders.

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## **POSITION RESPONSIBILITIES**

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### **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 ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide research and administrative support to the Professor of Mental Health Nursing.	<ul style="list-style-type: none"> <li>• Be Responsible &amp; Accountable For Achieving Excellence</li> <li>• Collaborate Effectively</li> <li>• Deliver Stakeholder Centric Service</li> </ul>	✓	✓	✓	✓
Support industry partner meetings and research team meetings including preparation of meeting agenda, minute taking and overseeing follow up actions.	<ul style="list-style-type: none"> <li>• Communicate With Impact</li> </ul>	✓			
Undertake literature searches and literature reviews.	<ul style="list-style-type: none"> <li>• Work Collaboratively</li> <li>• Be Responsible And Accountable For Achieving Excellence</li> </ul>	✓			
Assist with the preparation of ethics submissions, including all project documentation and compliance with reporting requirements relating to such approvals	<ul style="list-style-type: none"> <li>• Collaborate Effectively</li> <li>• Coach And Develop</li> </ul>	✓			✓
Contribute to the successful project management of research projects as directed by the Professor of Mental Health Nursing (e.g. team meetings, and maintaining the unit's shared folder, timelines and budgets, and directing communications)	<ul style="list-style-type: none"> <li>• Make Informed Decisions</li> <li>• Be Responsible And Accountable For Achieving Excellence</li> <li>• Communicate With Impact</li> </ul>	✓			

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist with the preparation of grant and tender applications and compliance with reporting requirements relating to such grants and tenders.	<ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Be Responsible And Accountable For Achieving Excellence</li> </ul>	✓		✓	
Assist with the preparation of presentations, publications and reports related to research projects, including data collection and analysis and reporting of findings.	<ul style="list-style-type: none"> <li>Communicate With Impact</li> </ul>	✓			
Manage research data and records, in a manner consistent with ethical guidelines, policy and legislation.	<ul style="list-style-type: none"> <li>Know ACU Work Processes And Systems</li> <li>Make Informed Decisions</li> </ul>	✓			✓

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Providing a consistently high level of support to research project stakeholders, working across multiple projects, responding to work demands quickly and efficiently and prioritizing project tasks effectively.
- Establishing and maintaining clear lines of communication with the Professor of Mental Health Nursing and unit staff and other researchers across NWMH, the University, and research partners, to ensure effective management of the pressures and demands associated in developing, submitting and revising grants, tenders, reports and other publications.
- Development of a range of data management and analysis skills, in consultation with the Professor of Mental Health Nursing and other researchers, to ensure the effective utilization of different types of research data.

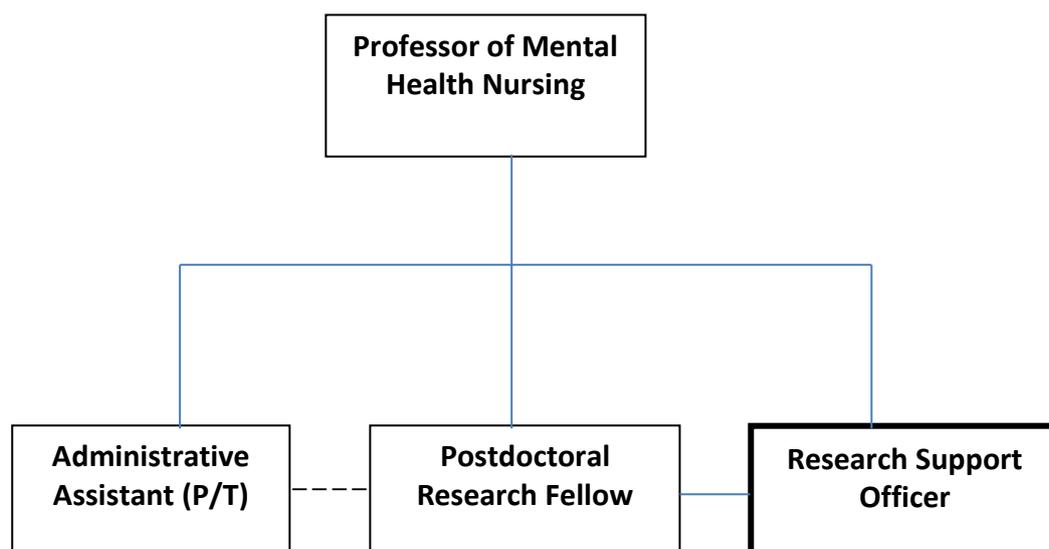
### Decision Making / Authority to Act

- The incumbent is responsible for the day to day management of their own work priorities within the agreed parameters of research project plans.
- Works independently to organize research related activities including the processing and analysis of data and quality checking in line with project objectives and timelines.

### Communication/Working relationships

- Principal researchers and other project stakeholders to provide support and implement project plans/tasks
- Liaise with research participants to organize quantitative and qualitative data collection
- Acts as a liaison for point stakeholders across the University and NWMH in relation to research projects.

## Reporting Relationships



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

## SELECTION CRITERIA

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### Qualifications, skills, knowledge and experience

1.	A tertiary degree in health research or a health discipline.
2.	Demonstrated experience and skills in conducting quantitative and/or qualitative research, including data collection, analysis and reporting
3.	Demonstrated experience and skills in the conduct of literature searches and literature reviews.
4.	Knowledge, skills, and demonstrated experience in problem solving and seeking effective outcomes to meet a specified requirement.

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

5.	Demonstrated confidence and courage to achieve ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
6.	Demonstrated ability to work collaboratively internally and externally to capitalise on all available expertise in pursuit of excellence.
7.	Demonstrated ability to communicate effectively with staff at all levels, including stakeholders external to the organisation, to provide an excellent client service and meet organisational objectives.
8.	Demonstrated ability to plan work effectively and simultaneously meet tight timeframes in order to manage a number of complex and competing matters.

### Other attributes

9.	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.
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