RESEARCH OFFICER (BRAIN HEALTH)

DEPARTMENT/UNIT           School of Psychological Sciences
FACULTY/DIVISION          Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION           HEW Level 5
WORK LOCATION            Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The Monash School of Psychological Sciences is ranked among the best in the world. Our School’s mission is to develop students and research outcomes that make significant contributions to improving the lives of others globally. Our overarching vision is to make significant and long-lasting impact that changes the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University' unique research platforms and technology, our mission is to sustain and build on Monash’s position with world-class research and teaching in Psychology.

For more information about us and the work we do, please visit http://www.med.monash.edu.au/psych/.
BrainPark, where this position sits, is a brand new cutting-edge clinical neuroscience research facility through which lifestyle and technology-based interventions for patients are tested through randomised controlled trials and experimental mechanistic studies. BrainPark support neuroscience-based studies of physical exercise, meditation, non-invasive brain stimulation, therapeutic virtual reality and cognitive training.

For more information about BrainPark and its research team, please visit our website.

**POSITION PURPOSE**

The Research Officer provides a variety of high-quality research services to support the operations of the NHMRC clinical trial “Efficacy of a 3-month Aerobic Exercise Regime For Restoring ‘Brain Health’ in Heavy Cannabis Users”. This includes involvement in trial coordination; participant recruitment and eligibility assessment, collection of neuroimaging, cognitive, clinical and physiology data; participant behavior change counselling; assisting with the delivery of trial exercise sessions; database management; planning and scheduling; ethics submissions; and stakeholder relationship building, while ensuring a compliant and safe research environment.

The Research Officer operates with a focus on excellence in process and judgment and provision of sound and timely advice and support to researchers, participants and other stakeholders.

The role is an opportunity to develop skills in all of the afore mentioned research activities while working harmoniously in a close-knit multidisciplinary research team that includes other Research Officers, Psychologists, an Exercise Physiologist, post-doctoral researchers, and students.

**Reporting Line:** The position reports to the Director of BrainPark under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Support the high-quality execution of the research trial protocols by undertaking a range of research and administrative support tasks including administering cognitive, clinical and physiological research protocols. During trial intervention sessions and alongside an exercise physiologist, support will be provided to maximise participant recruitment including:
   - Undertaking sensitive participant eligibility assessments
   - Organising large multi-modal data sets
   - Preparing results in accordance with established research objectives, timeframes and protocols
   - Maintaining ethics documentation and other trial registration requirements
   - Efficiently organise complex scheduling

2. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars

3. Assist in preparing documentation reports and other documentation, including undertaking literature reviews and data analysis

4. Comply with established research methodology, policy, protocols, OHS and regulatory requirements

5. Participate in and proactively implement continuous improvement activities relating to the trial protocols, participant engagement, technical procedures and quality assurance standards

6. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives
KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   - A tertiary qualification in Psychology or a related relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills
2. Sound analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Demonstrated project management skills with the ability to support research projects in accordance with agreed standards and timeframes
5. Ability to work as an effective member of a team as well as independently under general supervision
6. Strong attention to detail and accuracy and an understanding of confidentiality, privacy and information handling principles
7. Excellent interpersonal communication skills, including the ability to communicate sensitively and effectively with vulnerable individuals
8. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required
9. Experience working with individuals with lived experience of addiction or mental illness
10. Experience in clinical trial research and thorough understanding of Good Clinical Practice in Clinical Trials principals and practice requirements

OTHER JOB RELATED INFORMATION
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours or out of hours (including evenings, weekends and public holidays) from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE
Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.