RESEARCH OFFICER

DEPARTMENT/UNIT  School of Psychological Sciences
FACULTY/DIVISION  Medicine Nursing and Health Sciences
CLASSIFICATION  HEW Level 5
DESIGNATED CAMPUS OR 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 www.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 www.monash.edu/medicine/psych.

Housed within the School of Psychological Sciences, the Turner Institute for Brain and Mental Health is a world-leading institute dedicated to making significant contributions to basic and translational research, clinical care, and research training in brain and mental health. The Institute represents the largest grouping of cognitive and clinical neuroscientists in Australia and Asia Pacific.
To learn more, please visit [www.monash.edu/turner-institute/research](http://www.monash.edu/turner-institute/research).

Within the Turner Institute, **BrainPark** where this position sits, launched in September 2018 and is a cutting-edge architecturally-designed clinical neuroscience research facility. The BrainPark team are a multidisciplinary group and comprise psychologists, psychiatrists, cognitive neuroscientists, neuroimaging specialists, exercise physiologists, behavioural scientists, and postdoctoral students. Together they work to change the way mental illnesses are assessed and treated by developing neuroscience-informed lifestyle and technology interventions and digital cognitive assessment tools. Their interventions foci include therapeutic virtual reality, cognitive training, physical exercise, meditation, combined approaches, and the behaviour change strategies that promote their long-term adoption. BrainPark are passionate about implementing their discoveries into the community and work with a strong network of community, clinical, industry, and philanthropic partners to achieve this.

To learn more, please visit [www.brainpark.com](http://www.brainpark.com).

**POSITION PURPOSE**

The Research Officer engages in high-quality research support activities to enable the operations of the NHMRC-funded 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 behaviour change counselling; data and database management; planning and scheduling; ethics submissions; and stakeholder relationship building; all whilst ensuring a cooperative, collegial and safe research environment. There will also be opportunities to contribute to other clinical trials of lifestyle interventions for mental health.

The Research Officer operates with a focus on excellence in processes and judgment, and provision of sound and timely support to researchers, participants and other stakeholders. They pride themselves on their strong capacity for teamwork, innovation and critical thinking.

The role is an excellent opportunity to develop a strong skill set across the aforementioned research activities while working harmoniously in a close-knit multidisciplinary team that includes other Research Officers, Psychologists, Exercise Physiologists, post-doctoral researchers, and students.

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

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Support high-quality execution of the clinical trial protocols by undertaking a range of research and administrative tasks. These will include:
   - Undertaking sensitive participant eligibility assessments
   - Working closely with participants to support their engagement in the physical exercise intervention
   - Administering cognitive, clinical and physiological data collection protocols
   - Organising and adding to large multi-modal data sets
• Maintaining ethics documentation and other trial registration requirements
• Efficiently organise complex scheduling

2. Keep abreast of relevant developments, activities and protocols through liaison with staff and peers, reading relevant literature and attending meetings and seminars
3. Prepare trial progress reports and other documentation, including contributing to minor data analysis
4. Comply with established trial methodologies, policy, protocols, GCP, OHS and regulatory requirements
5. Proactively participate in 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 the research objectives
7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • An Honours degree in Psychology from a recognised university; or
   • a tertiary degree and relevant work experience in a closely related discipline (e.g. mental health nursing), including training in psychopathology identification and support.

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

OTHER JOB RELATED INFORMATION
• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted
GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.