Position Description

Research Officer, Bilingual

Position No:	NEW
Business Unit:	Provost
Division/School:	Humanities and Social Sciences
Department:	HUSS School Operations
Employment Type:	Part time, Fixed term
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - http://www.latrobe.edu.au/about

Position Context/Purpose

The Research Officer will support MindCare4Women, a national research program funded by the Australian Government Department of Health, Disability and Ageing focused on reducing dementia risk among women from culturally and linguistically diverse (CALD) communities. Working with the Principal Investigator, Project Manager and broader research team, the Research Officer will contribute to the development and delivery of high-quality research outputs, including manuscripts, conference abstracts and presentations. The position will have a particular focus on data management, cleaning and mixed-methods analysis, including qualitative and quantitative data, and will contribute to the interpretation and dissemination of research findings.

The Research Officer will be expected to work independently within agreed project parameters, manage defined areas of research activity and contribute intellectually to the research program. The role will also support broader MindCare4Women activities, including community engagement and recruitment, data collection, stakeholder liaison and research governance.

The successful candidate will be fluent in either Hindi or Punjabi, with fluency in both languages highly desirable, and will support engagement with relevant communities and, where appropriate, review or translation of research materials. Depending on experience and project requirements, the Research Officer may also have opportunities to contribute to other research projects within the research group.

Duties at this level will include:

- Research and analysis: Undertake and support mixed-methods research, including qualitative and quantitative data collection, data management and cleaning, analysis, synthesis and interpretation of findings.
- Independent research contribution: Undertake defined research activities with a high degree of independence, while working collaboratively with senior investigators and the broader research team.
- Literature reviews: Contribute to systematic, scoping and other literature reviews, including development of search strategies, database searching, screening, data extraction, synthesis and preparation of findings for publication.
- Manuscript and research output development: Contribute substantially to the preparation, revision and submission of peer-reviewed manuscripts, conference abstracts, presentations, reports and other research outputs. Coordinate or lead defined components of manuscripts and respond to co-author and reviewer feedback as required.
- Research governance: Contribute to ethics applications and amendments, governance documentation, study protocols, reporting and other requirements associated with the responsible conduct of research.
- Community engagement and recruitment: Support culturally appropriate engagement and recruitment of participants from CALD communities and other relevant groups, including liaison with community organisations and project partners.
- Co-design and stakeholder activities: Support the organisation, delivery and facilitation of co-design workshops, community consultations, stakeholder forums and other project activities, and develop effective working relationships with participants, community organisations, research partners and other stakeholders.
- Research software and data management: Use relevant research software and data-management platforms, including NVivo, REDCap, Covidence, reference management tools and statistical software, where appropriate.
- Collaboration and research development: Participate actively in research team meetings, contribute to the intellectual development of the research program and build productive relationships with academic, community and sector partners.

- Flexibility: Undertake other research activities consistent with a Level A Research Officer appointment and the needs of MindCare4Women, related projects and the broader research group.

Essential Criteria

- Qualifications: Completion of a PhD in a relevant discipline, such as public health, psychology, health sciences, ageing, dementia, social science, health services research or a related field.
- Research experience: Demonstrated experience undertaking research, with the capacity to independently manage defined research activities and contribute to study design, data collection, analysis and interpretation in collaboration with senior researchers.
- Qualitative and mixed-methods research skills: Demonstrated experience in qualitative research, including data collection, analysis and interpretation, and proficiency in qualitative research software such as NVivo. Experience undertaking quantitative or mixed-methods research will be highly regarded.
- Academic publication and dissemination: Demonstrated experience developing and publishing peer-reviewed academic papers, including manuscript preparation, revision and submission, and preparing other research outputs such as conference abstracts, presentations and reports.
- Language skills: Fluency in written and spoken Hindi or Punjabi. Fluency in both languages is highly desirable.
- Communication and engagement: Excellent written and verbal English communication skills and demonstrated ability to work effectively with research participants, community organisations, stakeholders and multidisciplinary research teams.
- Independence and organisation: Demonstrated ability to work independently, exercise initiative and sound judgement, manage competing priorities and deliver high-quality work within agreed timelines.
- Research integrity and data management: Demonstrated understanding of research ethics, confidentiality and responsible research practice, together with strong research data-management skills.

Highly Desirable Criteria

- Demonstrated experience undertaking quantitative statistical analysis using software such as SPSS, Stata, R or equivalent.
- Experience conducting or contributing to mixed-methods research, including integration and interpretation of qualitative and quantitative findings.
- Experience working with CALD communities and/or conducting culturally responsive or community-engaged research.
- Research experience or demonstrated interest in dementia, dementia prevention, women's health, ageing, health equity and/or multicultural health.
- Experience contributing to systematic or scoping reviews.
- Evidence of the capacity to contribute intellectually to research projects and develop research outputs with increasing independence.

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

- Drivers license

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to university goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future
- La Trobe University adopts an AI-first approach and welcomes staff who embrace AI curiosity to drive innovation in their work

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities: