

POSITION DESCRIPTION

Position Title	Research Assistant		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Institute for Health and Ageing		
Nominated Supervisor	Professor		
Higher Education Worker (HEW) Level	HEW5	Campus/Location	St Patrick's (215 Spring Street)
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Part-time (0.7 FTE) fixed-term for 18 months	Date reviewed	November 2016

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 INSTITUTE FOR HEALTH AND AGEING

The Institute for Health and Ageing (IHA) commenced operation in January 2015, and is the seventh research institute established at ACU as part of the university's research intensification program.

IHA aims to enhance the lives of older people and those who care for them by approaching issues of ageing through a positive, multidisciplinary lens across a range of settings including community, residential and acute care. IHA's approach is multi-faceted and highly collaborative, with an emphasis on drawing upon the wide-ranging skills and experience of the Institute's staff and research partners to find effective, novel and sustainable responses to issues and problems associated with ageing.

IHA has grown rapidly in its first phase of operation, with a focus on creating teams of highly skilled research staff and practitioners whose work intersects with ageing, including the following key areas:

- Active living
- Biostatistics
- Built environment
- Cancer
- Health economics
- Inequalities in health
- Mental health
- Musculoskeletal health
- Nutrition
- Urban Spaces and Active Ageing
- Research translation
- Women's Health

POSITION PURPOSE

Mental health issues are common within residential aged care facilities. The physical environment of care facilities is increasingly recognised as having impacts on residents' health and wellbeing. In particular, exposure to green space/element (greenery) has been shown to have therapeutic benefits. The Built Environment team is undertaking research which examines the impact of greenery in aged care facilities on residents' wellbeing.

This position is a Research Assistant appointment working within the Built Environment research theme in IHA. The primary purpose of the Research Assistant is to support the operational and administrative activities of the project and provide research skills in support of events, grants and tenders, including the collection of data for this project.

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 ✓
Provide administrative and project support to achieve project deliverables in a timely manner. Responsibilities include: <ul style="list-style-type: none"> • Assist with the day-to-day coordination of the project activities, in consultation with the Principal Investigator and in collaboration with the project team; • Respond to a range of enquiries from ACU staff, project team members, participants and other stakeholders regarding project activities; and • Maintain and update established administrative systems and procedures for the project. 	<ul style="list-style-type: none"> • Collaborate effectively • Communicate with Impact • Be responsible and accountable for Achieving Excellence 	✓			
Liaise with aged care providers to arrange visits for data collection.	<ul style="list-style-type: none"> • Communicate with Impact • Deliver Stakeholder Centric services 	✓			
Interview residents to collect health data in accordance with protocol and procedural guidelines and prepare the relevant project documentation (i.e. Participant Information Sheets, Consent Forms).	<ul style="list-style-type: none"> • Communicate with Impact • Know ACU Work Processes and Systems 	✓			
Undertake basic project activities such as taking measures of greenery within and around the care facility.	<ul style="list-style-type: none"> • Be responsible and accountable for Achieving Excellence • Collaborate Effectively 	✓			

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Perform data entry and cleaning in a manner consistent with ethics guidelines and University procedures for the effective management of project data and records.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Make informed decisions 	✓			
Draft regular written and verbal reports about research activities undertaken for a range of project stakeholders.	<ul style="list-style-type: none"> Communicate with Impact Deliver stakeholder centric services Make Informed decisions 	✓			✓
Maintain research confidentiality and conform to all requirements of research ethics, and the protection of intellectual property.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Make Informed decisions 	✓			
Comply with health and safety policies and procedures and the conduct of safe work practices in line with ethics guidelines and University and policy and procedures.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems Be responsible and Accountable for Achieving Excellence 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

The Research Assistant will support administrative aspects of IHA's research that examines the impact of greenery on the wellbeing of residents in aged care facilities:

- Utilise high level time management, organisation and prioritisation skills to ensure the efficient and effective execution of day-to-day tasks in relation to the project.
- Develop a strong working knowledge of ACU policies, procedures, guidelines and systems to ensure project compliance with University requirements across a range of administrative areas.
- Collate information and prepare project materials and reports that satisfy internal project team, university and external stakeholder requirements.

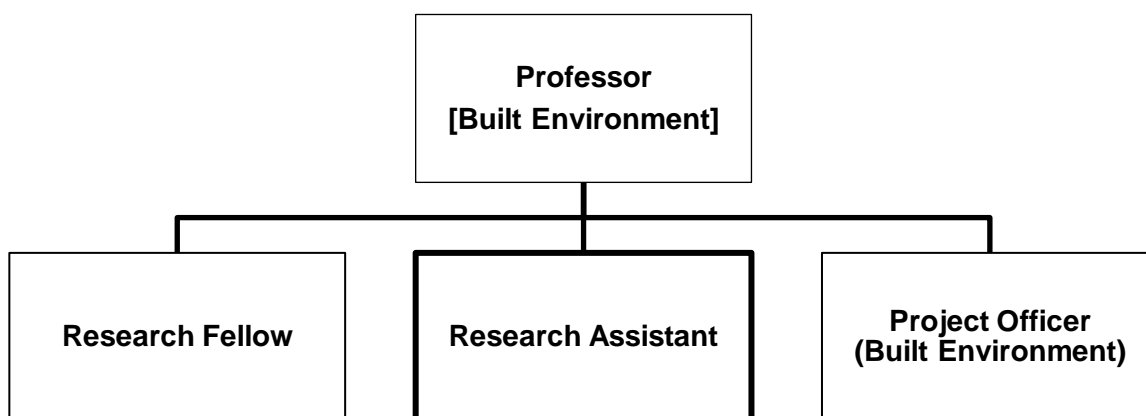
Decision Making / Authority to Act

- The position holder will apply theoretical knowledge and practical experience to guide actions and solve problems within their areas of responsibility.
- The position holder will have some discretion to innovate within their areas of responsibility, including the planning and conduct of data collection and associated

Communication / Working Relationships

- The position holder will communicate with internal staff and clients, and is responsible for communicating policies and procedures relevant to the project, and reporting on project outcomes.
- The position holder will communicate with external stakeholders, including staff and residents of aged care facilities, and process feedback into project recommendations and deliverables.

Reporting Relationships



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

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of a degree or an equivalent combination of relevant experience and/or education/training in a relevant discipline, such as aged care, nursing, allied health (e.g., occupational therapy, public health), and psychology.
2.	Demonstrated skills in time management, task prioritisation, and timely delivery of agreed milestones. Experience in project management would be considered advantageous.

3.	High level interpersonal skills, including a demonstrated commitment to excellent client service, the ability to work effectively and cooperatively independently and as part of a team, and the ability to establish and foster strong stakeholder relationships. Experience working in an aged care facility would be viewed favourably.
4.	High level written and verbal communications skills.
5.	Strong computing skills, including experience with the Microsoft Office Suite (Word, PowerPoint, Excel, Access and Outlook), and willingness and ability to learn new systems and programs as required (e.g. digital devices and Adobe Photoshop)..

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

6.	Demonstrate 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.
7.	Demonstrated track record of keeping stakeholder interests at the core of business decisions and service excellence as a top priority. See the ACU Service Principles .
8.	Demonstrated capacity to work collaboratively internally and externally to capitalise on all available expertise in pursuit of excellence.
9.	Demonstrated ability to communicate with impact and purpose to gain the support of a wide range of stakeholders, both internal and external, to create positive impact and successful outcomes.

Other attributes

10.	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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