



## POSITION DESCRIPTION

**Centre for Youth Mental Health**  
Faculty of Medicine, Dentistry and Health Sciences

### Project Manager

<b>POSITION NO</b>	0044430
<b>CLASSIFICATION</b>	Research Assistant Grade 2, Level A
<b>WORK FOCUS CATEGORY</b>	Academic Specialist
<b>SALARY</b>	\$69,148 - \$93,830 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part-time (0.6 – 0.8 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position available for 12 months. Maternity leave replacement. Fixed term contract type: Externally funded.
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Sue Cotton Tel +613 9342 2859 Email: <a href="mailto:sue.cotton@orygen.org.au">sue.cotton@orygen.org.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

Orygen, The National Centre of Excellence in Youth Mental Health (Orygen) is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Company has three Members: the Colonial Foundation, The University of Melbourne and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees to provide services to Orygen. University employees working at Orygen are required to adhere to University policies, procedures, regulations and statutes, and to Orygen policies and procedures including its delegations of authority framework which can be found at <http://staff.orygen.org.au/>. For the period of providing services to Orygen, employees will adhere to the control and direction of Orygen.

The ENACT study is an NHMRC funded clinical trial in young people being treated for a first episode of psychosis at Orygen's Early Psychosis Prevention and Intervention Centre (EPPIC). The aim of the ENACT trial is to investigate the benefit of a nutraceutical supplement, called N-acetylcysteine (NAC), for treating symptoms of early psychosis when added to conventional antipsychotic medication. A further aim of the study is to explore the mechanisms of action of NAC in this population, including biological markers from blood and various neuroimaging techniques, as well as investigate the effects of NAC on neurocognition. Participants will be recruited from EPPIC's two sites located in Parkville and Sunshine.

The Project Manager is responsible for monitoring participant recruitment across all sites ensuring adherence to the protocol, data integrity and data flow, preparing relevant reports and notifying adverse and serious adverse events across the clinics.

In addition the Project Manager will supervise and train a team of Research Assistants, monitor project expenditure against budget, develop and maintain successful relationships with key stakeholders, ensure project deadlines are being met, recruit trial participants, conduct interviews and assessments, collect and record accurate study data, develop and maintain effective working relationships with a range of stakeholders, and contribute to the production of manuscripts for publication in scientific journals. The post holder may be required to work on other trials or projects within different research areas.

This position reports to lead study investigator.

## ***1. Key Responsibilities***

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Prepare and disseminate detailed reports for a range of stakeholders.
- ▶ Manage the ENACT budget and financial procedures in consultation with the Finance team.
- ▶ Ensure the principles underpinning Good Clinical Practice (GCP) are reflected in the planning, implementation and conduct of clinical trials.

- ▶ Compile documents required for ethics and governance submission in accordance with committee requirements.
- ▶ Ensure sponsor documentation is prepared and maintained in accordance with the competent regulatory authority's requirements.
- ▶ Manage data to facilitate accurate research project conclusions including advising on the construction and design of electronic database systems, managing online data input and developing innovative concepts such as online un-blinding (within clinical trials).
- ▶ Monitor and review data in accordance with GCP principles.
- ▶ Oversee the recruitment of research participants from EPPIC clinical program.
- ▶ Interview participants using multiple standardised clinical assessment instruments according to the research protocol when required.
- ▶ Collect and record participant information and consent procedures ensuring confidentiality is maintained.
- ▶ Develop and maintain effective working relationships with clinical teams and other internal and external stakeholders.
- ▶ Contribute to data collection and analysis, using specialised programs for qualitative/quantitative data assessment such as SPSS.
- ▶ The co-production of conference and seminar papers and publications and attendance and presentations at conferences and seminars where appropriate.
- ▶ Steady development of an academic research profile in the area of Youth Mental Health.
- ▶ Contribute to publications arising from scholarship and research, such as publication of books and in peer reviewed journals
- ▶ Active participation in the communication and dissemination of research where appropriate.
- ▶ Occasional contributions to teaching within the research field where appropriate.

## 1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate at project team and/or division meetings and contribute to planning activities or committee work to support capacity-building.
- ▶ Effective induction, supervision and training of research support staff.
- ▶ Under the guidance of senior academics, identify sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice.
- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Effective demonstration and promotion of Orygen and University values including diversity and inclusion and high standards of ethics and integrity.

## 1.3 STAFF SUPERVISION

- ▶ Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance.
- ▶ Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities.
- ▶ Understand your responsibilities associated with approving staff leave and ensuring leave is approved in line with operational requirements.
- ▶ Allocate and monitor workload and address associated issues in a timely manner.

- ▶ Ensure new staff participate in the university's induction program and provide a localised work area orientation.

#### 1.4 OTHER REQUIREMENTS

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.
- ▶ Any other duties as reasonably requested, consistent with the classification of this position.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours, Masters or doctoral degree) in behavioural or social sciences or a related discipline or substantial progress towards a PhD.
- ▶ A strong interest in youth-onset mental health disorders and mental health interventions and an understanding of psychiatric diagnoses and disorders.
- ▶ Demonstrated understanding of the principles of Good Clinical Practice.
- ▶ Experience of planning, implementing and tracking a major project involving a number of stakeholders.
- ▶ Strong evidence of ability and desire to build an academic or research career trajectory
- ▶ Demonstrated ability to apply research methodologies and quantitative/qualitative data analysis.
- ▶ Demonstrated ability to contribute to independent and team based research.
- ▶ Demonstrated ability to articulate scholarly research through public presentations at division or Orygen level forums.
- ▶ Excellent verbal and written communication skills for effective research collaboration and engagement.
- ▶ Well-developed organisation and time management skills.
- ▶ Experience of conducting interviews.
- ▶ Flexible and responsive to changing priorities.
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and statistical software such as IBM SPSS Statistics.

### 2.2 DESIRABLE

- ▶ Experience of working in a mental health setting.
- ▶ Ability to contribute to research and experimental design.
- ▶ Experience of working with adolescents and young adults and an appreciation of adolescent developmental issues.

### 2.3 SPECIAL REQUIREMENTS

- ▶ Unrestricted right to work in Australia
- ▶ Valid Victorian driver's licence

- ▶ Any offer of employment is conditional upon receipt and maintenance of a valid Working With Children Card and a satisfactory Police Check
- ▶ Some out of hours work will be required.
- ▶ This position is based at the Parkville site. Travel to other sites will be required.
- ▶ Transporting participants to off-site pathology and MRI scanning facilities will be required.
- ▶ All workplaces and the surrounding site are non-smoking environments.

### ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

### ***4. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

### ***5. Other Information***

#### **5.1 CENTRE FOR YOUTH MENTAL HEALTH**

[www.cymh.unimelb.edu.au](http://www.cymh.unimelb.edu.au) and [www.orygen.org.au](http://www.orygen.org.au)

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the

academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry and the Chief Operating Officer is Mr John Moran. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Shitij Kapur, Dean of the Faculty.

The Research Division of Orygen is staffed by the academic, research and associated professional staff from the Centre for Youth Mental and clinical specialists from Melbourne Health.

Our areas of research are:

- Clinical Translational Neuroscience
- E-Health
- Emerging Mental Disorders
- First Episode Psychosis
- Functional Recovery
- Mood Disorders
- Neurobiology and Neuroprotection in Emerging Mental Disorders
- Personality Disorders
- Suicide Prevention
- Ultra-High Risk for Psychosis
- Vulnerable and Disengaged Youth

## 5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised

as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

#### 5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>