



POSITION DESCRIPTION

Phoenix Australia Centre for Posttraumatic Mental Health Inc
Department of Psychiatry
Faculty of Medicine, Dentistry and Health Sciences

Clinical Specialist

POSITION NO	0045281
CLASSIFICATION	Level B
WORK FOCUS CATEGORY	Academic Specialist
SALARY	\$98,775 - \$117,290 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Full time position available for 12 months Fixed term contract type: External funding
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Associate Professor Darryl Wade Tel +61 3 9035 5599 Email dwade@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The mission of Phoenix Australia Centre for Posttraumatic Mental Health (Phoenix Australia) is to be an international leader in building the capability of individuals, communities and organisations to understand, prevent, reduce and recover from the adverse mental health effects of trauma. The general mental health of past and present members of the defence community is also a key priority. Phoenix Australia aims to achieve its mission through research, education and training, and policy advice and service improvement. The staffing profile includes experienced clinicians and researchers, and Phoenix Australia is internationally recognised for its work in the field.

We are seeking to recruit a mental health practitioner with a focus on development of high quality knowledge translation materials including policy framework documents, online and face-to-face training materials, factsheets, guides, consumer tools, and customer reports. The successful applicant will be a qualified and experienced mental health practitioner with excellent written, analytical and communication skills and a proven track record in developing similar knowledge translation materials. Knowledge of the psychological effects of trauma, and interventions and strategies to promote effective recovery is required.

This is a full-time position and is based at Phoenix Australia in the Department of Psychiatry, The University of Melbourne and located in Carlton. The position will report to the Head of Policy and Practice, although line management may be delegated.

1. Key Responsibilities

1.1 LEADERSHIP AND SERVICE

- ▶ Lead the design and development of training, policy and service development materials for government and high risk, community and other organisations and industries, including skills training packages, e-learning programs, websites and apps on evidence-based approaches and interventions for posttraumatic mental health issues.
- ▶ Effectively manage projects and project teams, including project administration, reporting, and staff allocation processes across knowledge transfer projects.
- ▶ Liaise with internal and external stakeholders as required including project leaders and managers as well as stakeholders across Australia, including government, industry, health professional associations, other organisations and the community.
- ▶ Contribute to the delivery of face-to-face training and consultations, as required.
- ▶ Provide professional advice regarding trauma-related mental health issues to professionals and members of the public, as required.
- ▶ In consultation with senior staff, contribute to the business development and operational activities of the knowledge transfer activities of Phoenix Australia.
- ▶ In consultation with senior staff, contribute to meeting the strategic objectives of the knowledge transfer activities of Phoenix Australia.
- ▶ Manage projects (planning, budgeting, delivery of negotiated milestones and project accountability), as required.
- ▶ Manage and provide supervision as required to Phoenix Australia staff to promote professional development and excellent work performance consistent with Phoenix Australia's strategic and operational objectives.

- ▶ Play an active role in fulfilling the vision of Phoenix Australia, including engaging in the range of information sharing, communication and business development.
- ▶ Undertake other associated tasks as required by the Director of Phoenix Australia.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

1.2 RESEARCH

- ▶ Contribute to the research agenda at Phoenix Australia in the area of dissemination and implementation of best practice in posttraumatic mental health.
- ▶ Lead and/or contribute to the evaluation of training and service development initiatives and activities.
- ▶ Lead and/or contribute to technical, industry and academic reports including journal publications.

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.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications in health sciences, behavioural sciences or public health.
- ▶ Clinical qualifications (recognised in Australia) in the field of mental health.
- ▶ Clinical experience in working with clients with posttraumatic mental health issues using evidence-based approaches.
- ▶ High-level, creative and adaptable writing and content development skills for a range of training, service development and promotional resources and for a diversity of audiences, including professional, administrative, lay and community.
- ▶ Demonstrated ability to manage staff and projects (including planning, budgeting, delivery, and accountability).
- ▶ Demonstrated competency with working with Microsoft suite of products (e.g. Word, PowerPoint, Excel) and Endnote.
- ▶ Excellent analytical and problem solving skills.

- ▶ Proven ability to work both independently and as part of a team, with strong interpersonal, communication and organisational skills.
- ▶ Demonstrated ability to effectively liaise with external stakeholders.

2.2 DESIRABLE

- ▶ A PhD or other Doctoral level qualifications
- ▶ Knowledge of clinical and research literature in relation to posttraumatic mental health.
- ▶ Experience in delivery of skills-based training workshops and/or stakeholder consultations.

2.3 SPECIAL REQUIREMENTS

- ▶ Interstate travel, with occasional overnight stays, will be required from time to time.

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/people/community/responsibilities-of-personnel>

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

5. Other Information

5.1 PHOENIX AUSTRALIA-CENTRE FOR POSTTRAUMATIC MENTAL HEALTH

Phoenix Australia is a legally independent, not for profit incorporated association which sits academically within the Department of Psychiatry, the University of Melbourne. It reports to a Board of Management with members including representatives from the Department of Veterans' Affairs, Department of Defence, the University of Melbourne and independent members. All staff are employed by the University of Melbourne and permanently seconded to Phoenix Australia.

In line with its mission, Phoenix Australia has three distinct but interrelated roles:

- ▶ A strong **research** and evaluation focus, conducting and facilitating studies into many aspects of trauma-related mental health and wellbeing. Some of this research is commissioned by key stakeholders, while other studies are funded by competitive grants from bodies such as NH&MRC. Phoenix Australia also has a key role in disseminating important findings and developments from the international trauma research literature.
- ▶ Provision of **policy and service improvement advice** to Federal and State governments, as well as to various public and private sector organisations with an interest in improving mental health outcomes following trauma. This work includes activities such as policy and program advice about the full range of issues associated with the mental health effects of trauma, development of service models, quality improvement and assurance, and the dissemination of clinical practice guidelines.
- ▶ It also conducts and supports a broad range of awareness, **training and education** initiatives in the field of posttraumatic mental health.

Wherever possible, Phoenix Australia's work is integrated such that research findings form the basis of our policy and service improvement advice, which, in turn, informs our training and education agenda. The staffing profile includes experienced clinicians and researchers and Phoenix Australia is internationally recognised for its work in the field.

For further information, visit Phoenix Australia's website at www.phoenixaustralia.org

5.2 DEPARTMENT OF PSYCHIATRY

The Department of Psychiatry at the University of Melbourne was established in the 1960s.

The Department has major units at Northwestern Mental Health, which is part of Melbourne Health, St. Vincent's Health and Austin Health. The Head of the Department of Psychiatry is the Cato Professor of Psychiatry, who is located in and also heads the Research unit at Northwestern Mental Health, located at the Royal Melbourne Hospital. In addition, there are a number of research centres, offices and units and many psychiatric units within Victoria that are affiliated with the Department of Psychiatry in which academic appointees of the Department are located.

The research structure of the Department comprises: Phoenix Australia, Centre for Posttraumatic Mental Health (PACPMH); Melbourne Neuropsychiatry Centre (MNC); Psychosocial Research Centre and the Academic Unit for Psychiatry of Old Age. The psychiatric units include those at the Sunshine and Northern hospitals and two private hospitals, the Melbourne Clinic (Healthscope) and the Albert Road Clinic (Ramsay Health Care). The Department of Psychiatry is involved extensively in direct clinical care delivery,

development of service delivery, medical student and psychiatric trainee education and psychiatric research.

The Department plays a key role in the current medical curriculum for the graduate MD course in medicine, providing rotations in psychiatry for medical students and teaching in other sections of the course. The Department also offers many opportunities for students undertaking research projects in Phase 3 of the MD course, which comprises a significant research experience.

The research interests of the Department include molecular and cellular neuropathology, neuropsychiatry, neuroimaging, neuropsychology, psychosocial research, economic evaluation, psycho-neuroendocrinology, psycho-pharmacology, ethics, psychiatric epidemiology, service delivery in mental health, early psychosis schizophrenia, mood disorders, anxiety disorders, eating disorders, childhood psychiatric disorders, youth mental health, women's mental health, dementia and psychiatry of old age.

www.psychiatry.unimelb.edu.au

5.3 MELBOURNE MEDICAL SCHOOL

<http://www.medicine.unimelb.edu.au>

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

5.5 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>.

5.6 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.

5.7 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>