

Position Description

Research Project Officer

Position No:	50150133
Business Unit:	Office of the Provost
Division:	School of Psychology and Public Health
Department:	The Bouverie Centre
Classification Level:	HE06
Employment Type:	Fixed Term, Part Time (0.6 FTE)
Campus Location:	Brunswick, The Bouverie Centre
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

The Bouverie Centre - <https://www.latrobe.edu.au/research/centres/health/bouverie>

About The Bouverie Centre

Healthy relationships in families, organisations and communities

The Bouverie Centre is a Practice-Research-Translation Centre within the School of Psychology and Public Health at La Trobe University. The Centre is also a Statewide Specialist Mental Health Service within Victoria's public mental health system. The Bouverie Centre has a vision of healthy relationships in families, organisations and communities and integrates clinical family therapy, practice and service development, academic training in family therapy and a rapidly developing research program. The Centre receives recurrent funding from the Victorian Department of Health and generates income through fee-for-service work with health and human services.

A large School within the university, the School of Psychology and Public Health undertakes teaching and research across a broad range of disciplines, including: Family Therapy; Art Therapy; Rehabilitation Counselling; Psychology; Counselling; Neuroscience; Public Health; Digital Health and Analytics; Health Information Management; and Ergonomics, Safety and Health. The School currently comprises seven academic units: the Department of Public Health, the Department of Psychology and Counselling, the Centre for Alcohol Policy Research (CAPR), the Centre for Health Communication and Participation (CHCP), the Olga Tennison Autism Research Centre (OTARC), the Australian Research Centre in Sex, Health and Society (ARCSHS) and The Bouverie Centre.

Position Context/Purpose

The Project Officer will be employed to work at HEO6 0.6 FTE for 13 months and report to Associate Professor Sandra Kuntsche, manager of the Research team. The Project Officer may be allocated different projects across the term of employment with potential projects outlined below:

i) Support for an externally funded Category 1 Research Project: This role will support an ongoing Australian Research Council Linkage project. This ongoing project promotes national and international research partnerships between researchers and industry and community organisations, in this case La Trobe University (LTU), The Federal Circuit and Family Court of Australia (FCFCoA) and Relationships Australia South Australia (RASA). The project investigates the efficacy of early triage for parents and children reporting high family violence risk on entry to the court system. The Centre has multiple externally contracted Category 2-4 research projects and high-level coordination of these, as for the internal projects, is required.

ii) Internal Project support for Research Team: The Research Team at The Bouverie Centre conducts multiple projects, some internally, and some with external industry and government partners. Each involves detailed budget, timeline and ethics administration via central University systems. Additionally, each comprises the creation of project content for websites, and other project communications, the editing and compilation of high level reports and presentations, and maintenance of participant information systems. Contribution to grant writing submissions is also a key role. Our internal projects focus on family therapy outcomes and workforce training impact. This project support will require a sound knowledge of survey software, such as QuestionPro and MS Excel data spreadsheet management.

Duties at this level will include:

- Work at this level may require the ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
- Identifies additional service requirements or service shortfalls and coordinates and/or designs the delivery of innovative solutions to maximise service quality, efficiency and continuity.
- Ensures professional and quality service standards are maintained and applied within own area of activity.

- Sets priorities and monitors work flows and systems within an area of responsibility (i.e., for own position and for a team or section if applicable).
- Innovates within own function and takes responsibility for outcomes, including the development of section procedures and management strategies.

Specific duties/accountabilities for this position

- General project management duties including working closely with Investigators on the research team to create charts, timelines, and other documents and approaches which will support the organisation of a large and complex research project.
- Management of client/participant information systems and administration related to cohort retention over time (e.g. sending out emails/SMS/other means of mitigating participant attrition from the cohort).
- Monitoring and maintaining records to meet both internal and external requirements.
- Assisting with the preparation of reports and internal documentation.
- Assessing or conducting descriptive analysis, presenting results and putting forward recommendations through the provision of briefings, presentations or written reports, to support decision making.
- Project co-ordination of grant and industry commissioned research projects, involving communicating with multiple institutes (the University and Industry/Government partners) about project management, progress, deadlines, goals, and internal and external reporting.

Essential Criteria

Skills and knowledge required for the position

- Degree with subsequent relevant experience to consolidate the theories and principles learned, or extensive experience, leading to either the development of specialist expertise or to the development of broad knowledge in an administrative field, or an equivalent alternate combination of relevant knowledge, training and/or experience.

Generic essential skills and knowledge below

- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.

Specific skills and knowledge or define tasks required for this position

- Completion of a relevant degree without subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- High level proficiency in computer software packages, word processing, Excel spreadsheets, client databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication skills across multiple formats (phone, email, other) and interpersonal skills with various stakeholders (colleagues, academics, sector colleagues, and participants) with a demonstrated customer service focus and solution orientated

approach.

- Demonstrated ability to innovate and take responsibility for outcomes, to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner, by setting priorities and monitoring workflows within own area of responsibility.
- Project management expertise from within a similar setting.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

Additional requirements/information

Work hours for this position are 9:00am – 5:00pm, however some flexibility is required to fit in with the operational requirements of the research conducted at the Bouverie Centre. A minimum of 60% presence in the office (Brunswick) is required. Occasional out of office hours are required for specific studies or events.

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.

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

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:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials:

Date: