

# Position description

<b>Position title:</b>	<b>Research Fellow, Digital Mental Health and Wellbeing</b>
<b>School/Directorate/VCO:</b>	<b>Research and Innovation</b>
<b>Campus:</b>	<b>SMB Campus. Travel to other campuses may be required</b>
<b>Classification:</b>	<b>Within the Academic Level B Range</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time or part-time</b>
<b>Recruitment number:</b>	<b>849126</b>
<b>Further information from:</b>	<b>Professor Britt Klein, Emeritus Professor Robert HT Smith Professor and Personal Chair in Psychology Telephone: (03) 5327 6717 E-mail: b.klein@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Professor Chris Hutchinson Deputy Vice-Chancellor (Research and Innovation)</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

The Biopsychosocial and eHealth Research and Innovation (BeRI) Hub is working in collaboration with Prevention United and a public sector aged care workplace partner to undertake the externally funded 'Wellbeing: Track and Change' project. The Research Fellow, Digital Mental Health and Wellbeing will be primarily responsible for the day to day running of this research project. The Research Fellow, Digital Mental Health and Wellbeing will work closely with the Prevention United Project and Program Managers, and will also oversee the day to day work of the FedUni BeRI Research Associate. The Research Fellow, Mental Health and Wellbeing will work closely with all teams and stakeholders involved in project.

This position involves ensuring that the 'Wellbeing Track and Change' platform is developed and evaluated in an efficient timeframe aligned to the Funding Agreement and associated contractual project milestones and deliverables. The Research Fellow, Digital Mental Health and Wellbeing will apply quantitative methods as well as range of qualitative research methods including co-design and participatory implementation design approaches with our workplace partner, to determine, optimise and evaluate a mental health and wellbeing-based digital system.

This position also involves occasional travel to multiple workplace partner locations in the Ballarat region.

## Key responsibilities

1. Draft, finalise and submit the human ethical research applications related to the Wellbeing: Track and Change project.
2. Liaise and work collaboratively with the workplace partner management team to ensure engagement in and involvement of the workplace partner employees during all phases of the project.
3. Lead the recruitment of workplace partner-based participants and co-ordinate the prompt response to queries from our workplace partner employees.
4. Draft, finalise and present the content for the 'participatory implementation' education and training workshops with the workplace partner employees and co-facilitate the co-design workshops with the workplace partner employees.
5. Draft and finalise the specification requirements to create the Wellbeing: Track & Change digital system, following the co-design workshops with the FedUni BeRI IT team including the content/resources (e.g., brief fact-sheets/action plans) with the creative communications company subcontractor.
6. Oversee the finalisation and implementation of the project evaluation plan and the development of related data collection tools.
7. Collect, monitor and collate feedback on the digital system and content/resources using electronic and/or paper and pencil surveys, focus group or 1-1 interview formats as well as via observational methods (e.g., 'think aloud' method, usability testing software).
8. Monitor, collate and report all issues raised during the workplace partner's usability testing activities, and liaise with FedUni BeRI IT team to ensure a quick 'optimisation' IT development turnaround.
9. Work with FedUni BeRI IT team to ensure all quality, safety and IT security standards are met, as well as database management set up and export and extraction capabilities.

10. Coordinate the Penetration Testing activity, the 'pilot release' of the digital system, the 'full program release' of the digital system and ensure the evaluation plan is effectively administered and monitored over the course of the trial.
11. Coordinate the collection of the 'full program release' end-user quantitative survey and qualitative interview data, analyse incoming data and provide the Executive Committee with ongoing updates and summaries.
12. Assist in devising the 'Optimisation Plan', post-trial evaluation and in drafting relevant publications and conference presentations.
13. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
14. Undertake the responsibilities of the position adhering to:
  - The Collaborative Research Agreement;
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of responsibility

The Research Fellow, Digital Mental Health and Well-Being will report to the BeRI Director and will be required to facilitate the operations between the internal FedUni BeRI teams, the Prevention United and the workplace partner teams as well as liaise with the creative communications company subcontractor.

The position will be primarily responsible for the day to day running of this research project. The Research Fellow, Digital Mental Health and Well-Being will work closely with the Prevention United Project and Program Managers, and will also oversee the day to day work of the Research Associate, Digital Mental Health and Well-Being. The Research Fellow, Digital Mental Health and Well-Being will work closely with all teams and stakeholders involved in project.

The Research Fellow, Digital Mental Health and Well-Being will contribute to and monitor the project plans, communications strategy, knowledge translation activities and quarterly progress reports. The Research Fellow, Digital Mental Health and Well-Being will attend and actively participate in project meetings and provide updates on progress against study deliverables.

## Training and qualifications

The Research Fellow, Digital Mental Health and Wellbeing will hold a Master's degree with a significant research component and/or experience in a relevant field.

Knowledge and/or experience in digital mental health, aged care, co-participatory design and implementation research methods, mental health and wellbeing with a significant research component and/or experience is desirable.

## Position/Organisational relationships

The Research Fellow, Digital Mental Health and Wellbeing receives supervision and direction from BeRI Director. This position supports the Hub's Strategic Intent, particularly in the area of research and industry collaboration. Additionally, it supports the University's strategic direction through community engagement and knowledge transfer.

The Research Fellow, Digital Mental Health and Wellbeing is responsible for establishing and maintaining productive working relationships with a broad and diverse range of BeRI partners to ensure the meet research objectives, partner and stakeholder needs.

The Research Fellow, Digital Mental Health and Wellbeing will work closely with the project Executive Committee, Project Research Associate, the Development Team, the Prevention United Project Manager and Program Manager and other representatives from the external research partner organisations throughout the project.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following:

1. A Master's degree with a significant research component and/or experience in a relevant field.
2. Knowledge and/or experience in digital mental health, aged care, co-participatory design and implementation research methods, mental health and wellbeing with a significant research component and/or experience is desirable.
3. Demonstrated experience in project management and/or well developed organisational skills with demonstrated capacity to plan workload and manage timelines to meet project outcomes within specified timeframes and/or budget schedules.
4. Demonstrated ability to apply and deliver a range of quantitative and qualitative research methodologies and mixed-method data analysis including participatory approaches and co-design research.
5. Demonstrated experience in quantitative and statistical data analysis, including large existing data sets using SPSS, SAS, Stata or R.
6. Demonstrated well-developed verbal and written communication skills to ensure effective research collaboration and engagement with internal and external stakeholders including IT developers and researchers.
7. Demonstrated alignment with the University's commitment to child safety.

## Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

### Level B

A Level B research academic will normally have experience in research or scholarly activities which have resulted in publications in refereed journals or other demonstrated scholarly activities.

A Level B research academic will carry out independent and/or team research. A Level B research academic may supervise postgraduate research students or projects and be involved in research training.

*The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.*

Federation University Australia  
Union Collective Agreement  
2015–2018  
Academic and General Staff Employees