



POSITION DESCRIPTION

Mindful – Centre for Training and Research in Developmental Health
Department of Psychiatry
Faculty of Medicine, Dentistry and Health Sciences

Program Specialist – *Tuning in to Kids*®

POSITION NO	0051107
CLASSIFICATION	Level B Academic Specialist
SALARY	\$105,232 - \$124,958 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 – 0.8 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available until 31 December 2022
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Sophie Havighurst Tel +61 3 9371 0205 sshavi@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

Tuning in to Kids® is a nationally and internationally recognised evidence-based emotion-focussed suite of parenting programs based at Mindful – Centre for Training and Research in Developmental Health, in the Department of Psychiatry, University of Melbourne. The incumbent will have a major role in teaching and management, translating ***Tuning in to Kids®*** research into practice and disseminating information through training and education. Seeking and developing community engagement opportunities with relevant organisations and institutions is also a key part of this role. The incumbent will be responsible for organising all ***Tuning in to Kids®*** facilitator training/education and, along with a team of trainers, in delivering such training throughout Australia and internationally.

The incumbent will also be a part of the ***Tuning in to Kids®*** research team, which conducts regular research evaluations of the ***Tuning in to Kids®*** suite of parenting programs in order to further refine and strengthen them. Research collaborations have been formed with Australian and overseas Universities and will continue. The incumbent will contribute to the ongoing evaluations and subsequent research publications.

The Program Specialist will need to be able to work independently and be responsible for the provision of professional supervision locally, nationally and internationally. They will also train, supervise and manage a team of trainers at Mindful as well as external contract trainers as required. The incumbent will also engage actively with our industry and represent ***Tuning in to Kids®*** and Mindful within a range of professional networks.

The position is located at Mindful, Department of Psychiatry in Travancore (approximately 4 km NW of the main University campus at Parkville).

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Deliver training to professionals, as required, in the ***Tuning in to Kids®*** suite of programs, both in Victoria and interstate as required, and provide post-training support through consultation, supervision and the dissemination of research findings and updated training materials.
- ▶ Provide post-training supervision and support to individual professionals and/or groups of facilitators who have undertaken ***Tuning in to Kids®*** training.

- ▶ In liaison with the Communication and Events Coordinator, oversee the development of the annual training schedule to ensure timely delivery of programs to both individual professionals and to organisations via In-Service Management (ISM) events.
- ▶ Negotiate with consultant trainers to match them with professional training delivery events appropriate to their expertise and skills and communicate with them regularly regarding new training materials and to provide supervision and support.
- ▶ Participate in the ongoing development and revision of curriculum, manuals, Power Points and other resources, and assist in planning for future resource development, including innovations such as eLearning.
- ▶ Manage scholarships for training places.

1.2 LEADERSHIP AND SERVICE

- ▶ Train, supervise and manage a team of trainers at Mindful, as well as external contractors as required, providing them with timely and constructive feedback and encouraging professional development opportunities as appropriate.
- ▶ Provide broad direction and supervision to the Communication and Events Coordinator – Tuning in to Kids and liaise closely with them regarding the timing of the annual Training Schedule and the updating of key media such as the Website, Facebook, newsletter and so on.
- ▶ In liaison with the Principal Researcher, Tuning in to Kids® and the Centre Manager, Mindful, oversee the annual and ongoing budget for Tuning in to Kids® activities, including annual fee adjustments as required in order to ensure the ongoing financial viability of the program.
- ▶ Actively participate in Mindful, Department and/or Faculty meetings and contribute to planning or committee work to build capacity within Mindful and the Department of Psychiatry.
- ▶ Demonstrate and promote University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Undertake all Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.3 ENGAGEMENT

- ▶ Contribute to the development of evidence-based best practice for professionals in the field through active participation in professional networks, conferences and external consulting services.
- ▶ Participate actively in School Readiness and Parenting networks, and other community, local and national initiatives to exchange information and help disseminate awareness of ***Tuning in to Kids®***.
- ▶ Assist in the development of a national profile for Mindful, the Department of Psychiatry and the University of Melbourne by attending and presenting to relevant conferences and seminars.
- ▶ Provide assistance to other engagement activities within Mindful and the Department of Psychiatry as required.

1.4 RESEARCH

- ▶ Contribute to the ongoing research evaluation of the ***Tuning in to Kids®*** programs with the aim of continual refinement and improvement of both training delivery and outcomes.

- ▶ Contribute to the preparation of research and discussion papers based on the evaluation findings, and to the preparation of research grant applications relating to ***Tuning in to Kids®*** program and related projects.
- ▶ Disseminate research findings through training and education, and by further developing community engagement opportunities with relevant organisations and institutions.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Postgraduate qualifications in the field of education, psychology, mental health, community health, or other discipline relevant to this role; or an undergraduate degree with equivalent extensive experience of specific relevance to this field.
- ▶ Experience working with families and children as a parent educator, clinician, therapist, counsellor or consultant in the field, with demonstrable high-level knowledge of normal and abnormal child development including emotion socialisation theory and the role of emotional competence in parenting.
- ▶ Experience in the delivery of *Tuning in to Kids®* and/or similar parenting programs.
- ▶ Demonstrable knowledge about parenting, attachment theory, emotional competence/intelligence and emotional socialisation/emotion coaching and their application to working with parents and carers.
- ▶ Demonstrated competence in training professionals across a variety of sectors including health, mental health, education, community and welfare, and in providing leadership, supervision and support to trainees and higher degree students.
- ▶ Demonstrated experience in community engagement, with the ability to work effectively with diverse cultural, socio-economic, and language groups and to develop collaborative relationships with external communities, organisations, government agencies and educational facilities.
- ▶ Demonstrated ability in verbal and written communication and experience in preparing funding applications (research grants and/or tenders).
- ▶ Proven ability to work independently and to supervise of a team of staff trainers and external contractors.

2.2 DESIRABLE

- ▶ PhD, Masters or equivalent higher research degree in a relevant field.
- ▶ Experience and familiarity with evaluation methods to produce and refine intervention resources and materials based on the outcome of these, in order to better inform practice for professionals in the field.
- ▶ A track record of publications in peer-reviewed and/or non-peer-reviewed research journals.
- ▶ Experience in postgraduate course development and governance.

2.3 OTHER JOB RELATED INFORMATION

- ▶ The incumbent:
 - must have a current and valid Working With Children Check
 - may be required to undergo a police check
 - will require a valid Victorian driver's licence

- must have the ability to work flexible hours to ensure deadlines are able to be met
- must be willing to travel locally, nationally and internationally to deliver training and present at conferences as required.

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:

<https://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 MINDFUL – CENTRE FOR TRAINING AND RESEARCH IN DEVELOPMENTAL HEALTH

www.mindful.org.au

Mindful – Centre for Training and Research in Developmental Health is funded by the Victorian Department of Health and Human Services and auspiced by the University of Melbourne and Monash University. It provides professional development training to the

child development industry, including one- and two-year courses enrolling approximately 100 students annually.

In addition Mindful provides a full calendar of half-day to three-day training workshops in key areas such as Autism Spectrum Disorders, as well as more specialist areas such as Psychiatric Assessments for the Family Court. Mindful provides the venue and staff for Melbourne-based Tuning in to Kids® facilitator training and supervision.

Mindful is the lead agency for the early intervention studies associated with the Tuning in to Kids® suite of program, and the evaluation of these programs is the key component of Mindful research activities, including the supervision of Masters and PhD student.

5.2 THE DEPARTMENT OF PSYCHIATRY

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

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

The Department is a large Department within the Melbourne Medical School. There are approximately 115 academic and professional staff, 170 honorary staff and about 45 students who are enrolled to pursue research degrees from Honours, Masters and PhD programs. A further 230 students are enrolled in graduate coursework programs, including the flagship Master of Psychiatry course. The Department's operating budget is \$5.5m and research income is \$6.9m. 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 Department has major teaching and research units at Austin Health, Melbourne Health and St. Vincent's Health. The Head of the Department of Psychiatry is the Cato Professor of Psychiatry. 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: the Academic Unit for Psychiatry of Old Age; Melbourne Neuropsychiatry Centre (MNC); Phoenix Australia, Centre for Posttraumatic Mental Health and the Psychosocial Research Centre. The psychiatric units include those at the Sunshine and Northern hospitals and two private hospitals, the Albert Road Clinic (Ramsay Health Care). and the Melbourne Clinic (Healthscope). 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 research interests of the Department include personalised psychiatry, prediction and biomarker research in psychiatry, molecular and cellular neuropathology, neuropsychiatry, neuroimaging, neuropsychology, psychosocial research, economic evaluation, psycho-neuroendocrinology, psycho-pharmacology, psycho-oncology, ethics, psychiatric epidemiology, service delivery in mental health and a variety of psychiatric conditions including but not limited to early psychosis and youth mental health, mood disorders, anxiety disorders, personality disorders, addiction disorders, eating disorders, childhood psychiatric disorders, women's mental health, dementia and psychiatry of old age.

5.3 MELBOURNE MEDICAL SCHOOL

<https://medicine.unimelb.edu.au>

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked ninth in the world (Times Higher Education World University Rankings 2019 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading hospitals in both the public and private sectors, as well as with leading medical research institutes and centres, nationally and internationally.

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.

With nine clinical departments (Clinical Pathology, General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) the MMS has over 900 academic and professional staff members who are located at the University of Melbourne's Parkville campus or are embedded within health services throughout metropolitan Melbourne and rural Victoria. In addition, MMS staff are privileged to work alongside over 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD) which is the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia and set a new benchmark in medical education.

MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. With an annual research income of \$88.5 million the research effort of the school is highly collaborative and spans basic to translational research. MMS has nearly 550 higher degree by research candidates.

School staff members also actively lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated Hospitals, Medical Research Institutes and Foundations), and a reinvigorated focus on clinically relevant research. These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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 <https://about.unimelb.edu.au/strategy/governance>