



POSITION DESCRIPTION

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

Research Assistant in Youth Mental Health (Evidence Translation)

POSITION NO	0055976
CLASSIFICATION	Research Assistant, Level A
WORK FOCUS CATEGORY	Academic Specialist
SALARY	\$75,289 – 102,163 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6-0.8 FTE)
BASIS OF EMPLOYMENT	Fixed-term position available for 12 months Fixed term contract type: Externally funded
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	A/Professor Rosemary Purcell Tel +61 3 9342 2800 Email rpurcell@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 websites:
about.unimelb.edu.au/careers

Position Summary

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 be made available to undertake activities for Orygen, and this arrangement will apply to you. University employees working at Orygen are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to Orygen policies and procedures (including Orygen's delegations of authority framework which can be found at <http://staff.orygen.org.au/>), but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at Orygen, you will be subject to the reasonable control and direction of Orygen. You consent to the University disclosing to Orygen your personal employment information solely for the purposes of facilitating your secondment to Orygen, and that such disclosure will not be a breach of any of your privacy rights.

Orygen's Knowledge Translation division focuses on building the capacity of youth mental health systems, services, and workforces to deliver evidence-based prevention and treatment interventions. A Research Assistant (RA) is required to support research and evaluation activities of Orygen's Knowledge Translation division. The RA will also help with translation of research findings into resources and initiatives designed to build the capacity of youth mental health workforces, services and systems.

This position reports to Research Fellow, Evidence Translation and will be based at Orygen's offices at 35 Poplar Rd Parkville.

1. Key Responsibilities

The University of Melbourne sets 'Minimum Standards for Academic Levels' (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

Below is the MSALs for Level A academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.

LEVEL A - OCCUPATIONAL EQUIVALENT: TUTOR, RESEARCH ASSISTANT, RESEARCH FELLOW 1

- a) A Level A Academic will work with the support and guidance from more senior Academics and will work under the supervision of an Academic at Level B and above.
- b) A Level A Academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.
- c) A Level A Academic will contribute to teaching at the University (at a level appropriate to their skills and experience) and/or undertake research and/or engage in professional activities appropriate to their profession or discipline. The Academic will undertake

administration primarily relating to their activities with the Faculty. The contribution to teaching and supervision of students of Level A Academics will be primarily at undergraduate and graduate diploma level. The results of research conducted may be published as sole author or in collaboration

1.1 SUPPORT RESEARCH, EVALUATION, KNOWLEDGE TRANSLATION ACTIVITIES

- ▶ Support the design and conduct of Knowledge Translation research and evaluation activities including the collection, management, and analysis of data from interviews, focus groups, questionnaires, or other methods as directed.
- ▶ Conduct interviews or assist with focus group facilitation, in research, evaluation and/or community consultation contexts
- ▶ Conduct literature reviews and evidence syntheses as required, using specialised programs such as Endnote.
- ▶ Assist with the preparation of reports, journal publications, ethics applications, and other academic and knowledge translation outputs including presentations.
- ▶ Support development and delivery of workforce development initiatives including facilitation of training and implementation support workshops for youth mental health workforces.
- ▶ Develop content for a range of evidence-based resources aimed at supporting youth mental health workforces, including fact sheets, implementation toolkits, worksheets, and other resources.
- ▶ Develop and maintain effective working relationships with key stakeholders (e.g. Research & Knowledge Translation staff and youth advisors, Orygen clinical staff and youth advisors, external organisations) to support development and delivery of workforce development, research and evaluation initiatives;

1.2 ADMINISTRATIVE SUPPORT, LEADERSHIP AND SERVICE

- ▶ Providing administrative support including coordination of team meetings, processing participant reimbursements, supporting monitoring and reporting as required by funders and ethics committees.
- ▶ Actively participate in the communication and dissemination of research where appropriate.
- ▶ Actively participate at project team and/or division meetings and with guidance, contribute to planning activities or committee work to support capacity-building.
- ▶ 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 OTHER REQUIREMENTS

- ▶ Equal opportunity, diversity and inclusion responsibilities as outlined in section 3.
- ▶ Represent the University and Orygen in a positive and professional manner.
- ▶ 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.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours or Masters by Research) in behavioural or social sciences or a related discipline or substantial progress towards a PhD.
- ▶ A strong interest in youth mental health, including prevention and treatment.
- ▶ Experience conducting interviews and/or focus groups.
- ▶ Experience with qualitative data analysis.
- ▶ Demonstrated ability to contribute to independent and team-based research and evaluation activities, including working within a protocol.
- ▶ Demonstrated understanding of the conduct of research including the collection, collation and management of human research data, and an awareness of the principles underpinning the ethical conduct of research.
- ▶ Demonstrated excellent verbal and written communication skills.
- ▶ Excellent organisational and time management skills, particularly a demonstrated ability to simultaneously work on multiple tasks.
- ▶ Demonstrated ability to use word processing, electronic medical and psychological search engines and databases, and reference management software (e.g. Endnote).
- ▶ Ability and desire to build an academic or research career trajectory.

2.2 DESIRABLE

- ▶ Experience working with implementation science and/or behaviour change theory, frameworks, and models used to guide the design, conduct, and analysis of research.
- ▶ Demonstrated understanding of cognition and/or cognitive impairment in relation to youth mental health.
- ▶ Experience writing for a range of knowledge users including academic, non-academic and clinical audiences.
- ▶ Demonstrated ability to articulate scholarly research through public presentations.
- ▶ Experience preparing and managing human research ethics submissions, amendments, and associated reporting.
- ▶ Experience with design, management, and analysis of surveys.
- ▶ Experience with digital data collection and analysis tools e.g. Qualtrics, SPSS, NVivo

2.3 OTHER JOB RELATED INFORMATION

- ▶ Unrestricted right to work in Australia.
- ▶ 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 may be required.
- ▶ This position is notionally based at the Parkville site in Melbourne but capacity to work effectively from home will be required during the COVID-19 pandemic.
- ▶ 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:

<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 CENTRE FOR YOUTH MENTAL HEALTH

www.cymh.unimelb.edu.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 Jane Gunn, Dean of the Faculty.

5.2 ORYGEN

www.orygen.org.au

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

Further information available at <https://www.orygen.org.au/About/About-Us>

5.3 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.

5.4 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>.

5.5 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.

5.6 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>