



POSITION DESCRIPTION

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

Research Fellow

POSITION NO	0028308
CLASSIFICATION	Level B
SALARY	\$110,236 - \$130,900 p.a. (pro-rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.8 FTE)
BASIS OF EMPLOYMENT	Part-time position, available for 12 months
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	Dr Sean Cowlshaw Tel +61 0415 834 959 Email sean.cowlshaw@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

Phoenix Australia is Australia's National Centre of Excellence in Posttraumatic Mental Health. For 25 years we have been a national and international leader in our field. We do not take the responsibility of being the national centre of excellence lightly.

We are at the forefront of the understanding, prevention and recovery from trauma. We have over 60 researchers, clinicians and specialists in psychology, psychiatry and social work, and have staff in Adelaide, Canberra, Melbourne and Sydney, allowing our reach to stretch to individuals, organisations and communities Australia wide.

We are a unique organisation, bridging the gap between research and research translation, and integrating our knowledge and skills into an end- to-end service for our clients. Our work encompasses four main Portfolios: Research, Policy and Practice, Workforce and Training and Development, and Clinical Services, with enabling services provided by Corporate Services.

Our program of internationally acclaimed research aims to advance the knowledge of posttraumatic mental health. Through the application of diverse research methodologies, we aim to create real-world solutions and translate research findings into practical implications for governments, organisations, and communities.

Our Policy and Practice portfolio encompasses policy and service development to establish the standards of best practice for the management of trauma. We translate research into best practice policies and procedures for organisations, and work with organisations to build their capacity to minimise the impact of workplace trauma.

Our evidence-based workforce education and training programs improve the practice of those working with people, organisations, and communities affected by trauma. We provide tailored and integrated training, supervision, and consultation services that meet the specific needs of a diverse range of clients, large or small.

Our Clinical Services portfolio oversees the delivery of clinical activities across Phoenix. It offers specialist psychological and psychiatric trauma assessment and treatment services to a range of high-risk populations as well as community members suffering from trauma related mental health disorders and provides expert advice and support to mental health practitioners working with high-risk clients.

We are seeking to recruit a research fellow with substantial interest in posttraumatic mental health research to help manage and grow emerging programs of research within Phoenix Australia. The research fellow will be responsible for managing ongoing research projects across areas that may include (but are not limited to) disaster mental health and intimate partner violence. They will also have a role in coordinating a team of researchers that provide methodological advice and support across the organisation, and will also work closely and collaboratively with research teams in other areas (e.g., military and emergency service worker mental health), including the policy and practice portfolio at Phoenix Australia.

This is a part-time (0.8 FTE) maternity leave position at Phoenix Australia, Department of Psychiatry, University of Melbourne. The position will report to directly to a Senior Research Fellow (Dr Sean Cowlshaw), and indirectly to the Head of Research (Prof. Meaghan O'Donnell).

1. Key Responsibilities

1.1 RESEARCH

- ▶ Manage and contribute to the design and delivery of research studies, and ensure they are completed on time and within budget;

- ▶ Effectively manage project teams, via central responsibilities for project administration, reporting, and staff management;
- ▶ Liaise with internal and external stakeholders, including service providers and policy makers, with regards to the development, delivery, and reporting on research studies;
- ▶ Work within project teams to provide analytical research and report writing skills;
- ▶ Contribute to writing of ethics applications and reports;
- ▶ Contribute to the development of funding applications;
- ▶ Lead and/or contribute to technical, industry, and academic reports and publications;
- ▶ If required, support the conduct and reporting of literature reviews using various review methodologies; and
- ▶ If required, support the conduct and reporting of descriptive and inferential statistical data analytic techniques.

1.2 KNOWLEDGE TRANSFER

- ▶ Contribute to dissemination and implementation of best practice knowledge in posttraumatic mental health.
- ▶ Liaise regularly with external stakeholders about information that relates to their projects.
- ▶ Contribute to the translation of research findings through the preparation of presentations to various audiences, including lay and scientific audiences.
- ▶ If required, contribute to the design, development, and delivery of knowledge transfer initiatives and projects.
- ▶ Undertake other associated tasks as required by the Head of Research at Phoenix Australia.

1.3 SERVICE AND LEADERSHIP

- ▶ Manage and provide leadership to Phoenix Australia staff, in order to promote professional development and excellent work performance consistent with the strategic and operational objectives of the organisation.
- ▶ Play an active role in fulfilling the vision of Phoenix Australia, including engaging in the range of information sharing, communication, and business development activities.
- ▶ Comply with Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

1.4 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 mentoring, guidance and support for career planning for junior staff.
- ▶ Understand 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.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A PhD or other Doctoral level qualification in a mental health related discipline (e.g., psychology, social work, health science, public health)
- ▶ Research experience in the area of mental health
- ▶ Demonstrated ability to manage research projects, including planning, budgeting, delivery, accountability, and the capacity to work under tight timelines
- ▶ Demonstrated ability to liaise with external stakeholders, such as government and non-government agencies
- ▶ Demonstrated capacity to write for diverse audiences, such as academic, government and non-government organisations, funding agencies, and service providers
- ▶ Proven ability to work both independently and as part of a team, with strong interpersonal, communication, and organisational skills
- ▶ Strong written and verbal communication skills
- ▶ Excellent analytical and problem-solving skills.

2.2 DESIRABLE

- ▶ Knowledge of research literature in the area of posttraumatic mental health, potentially including disaster mental health or other areas (e.g., intimate partner violence)
- ▶ Demonstrated ability to manage and lead research teams
- ▶ Strong skills in quantitative research methods and analyses OR qualitative research methods and analyses
- ▶ Evidence of publication in scholarly peer review journals.

2.3 SPECIAL REQUIREMENTS

- ▶ Interstate travel, with occasional overnight stays, may 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/topics/responsibilities/>

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 an independent not-for-profit company and a registered charity. With an affiliation with the University of Melbourne, our staff are mostly employed by the university and we have a close working relationship with the Department of Psychiatry within the Melbourne Medical School. Our Board of Directors includes independent members as well as senior representatives from the Departments of Veterans' Affairs and Defence.

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. It is one of the largest Departments in the Melbourne Medical School. There are about 120 academic and professional staff, 140 honorary staff and 50 students pursuing research degrees from Honours, Masters, and PhD programs. A further 240 students are enrolled in graduate coursework programs, including the flagship Master of Psychiatry program. The Department plays a key role in the medical curriculum of the graduate Doctor of Medicine (MD) program, providing rotations in psychiatry for medical students and teaching in other sections of the course. The Department also offers opportunities for students undertaking research projects in the MD course.

The Department is located across a broad reach of Melbourne. It has teaching and research units at Austin Health, St Vincent's Health, and within NorthWestern Mental Health: the latter includes units at Royal Melbourne Hospital, Sunshine Hospital, and Northern Hospital. The Department also has units at two private hospitals: Albert Road Clinic (Ramsay Health Care) and The Melbourne Clinic (Healthscope).

The Department has a number of specialist clinical research units, comprising the Academic Unit for Psychiatry of Old Age, Melbourne Neuropsychiatry Centre, Phoenix Australia (Centre for Posttraumatic Mental Health), and the Psychosocial Research Centre.

The Department's research focuses on improving our understanding and treatment of mental health disorders. It covers a broad range of psychiatric research, including prediction and biomarker research, neuropsychiatry, psychopharmacology, neuroimaging,

psychosocial research, economic evaluation, ethics, psychiatric epidemiology, and mental health service delivery.

www.medicine.unimelb.edu.au/school-structure/psychiatry

5.3 MELBOURNE MEDICAL SCHOOL

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. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

Under the leadership of Professor John Prins, MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics and Gynaecology;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,000 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,725 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$165 million, the School's research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School's flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum

delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a \$6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice's continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School's development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees 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. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture:

<https://medicine.unimelb.edu.au/about/diversity-and-inclusion> MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

www.medicine.unimelb.edu.au

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

www.mdhs.unimelb.edu.au/

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>