

## Position Description

### Senior Research Support Officer – OPTIMiSE

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<b>Position No:</b>	NEW
<b>College:</b>	College of Science, Health and Engineering
<b>School:</b>	Psychology and Public Health
<b>Department:</b>	Psychology and Counselling
<b>Campus/Location:</b>	Melbourne (Bundoora)
<b>Classification:</b>	Higher Education Officer Level 5 (HEO5)
<b>Employment Type:</b>	Fixed Term, Part time 14 hours per week; Flexible Working Hours Fixed term contract type: Research
<b>Position Supervisor: Number:</b>	Tracey Banivanua Mar Research Fellow 50144369
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

School of Psychology and Public Health – <http://latrobe.edu.au/school-psychology-and-public-health>

# Position Description

## Position Context

The College of Science, Health & Engineering comprises 9 Schools and 16 Departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

A large School within the College, the School of Psychology & 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.

The Department of Psychology and Counselling is recognised as a leading authority in many areas of psychology, including clinical psychology, neuropsychology, social psychology, cognition, developmental psychology, and behavioural neuroscience, affirmed by achieving a ranking of 4 (above world standard) in Psychology research and 5 (well above world standard) in Neuroscience research in the Excellence in Research Australia (ERA) assessment. Members of the Department are key contributors to La Trobe's Research Focus Areas (five cross-disciplinary research areas that build on its strengths and address some of the most pressing questions affecting the future of human societies and their environments) - *Building Healthy Communities; Securing Food, Water and the Environment; Sport, Exercise and Rehabilitation; Understanding Disease; and, Transforming Human Societies*. The Department has a dynamic higher degree program in a range of areas, with large numbers of Honours, Masters, including professional master's degrees in Clinical Neuropsychology and Clinical Psychology, and PhD students from Australia and overseas.

Already co-located with five research centres (ARCHS, CAPR, CHCP, The Bouverie and OTARC) within the School, within the College, the School sits alongside the Schools of Allied Health, Human Services & Sport, Nursing & Midwifery, Cancer Medicine and Rural Health, and their associated research centres (the Australian Institute for Primary Care and Ageing (AIPCA); the Judith Lumley Centre (a multidisciplinary research centre in the fields of mother and infant health); the Aphasia Recovery and Research Centre; the Olivia Newton John Cancer Research Institute; the Centre of Sport And Exercise Medicine Research; the Living with Disability Research Centre (LiDs) and the John Richards Centre for Rural Ageing Research. These Centres provide a vehicle for research activities, evidence-based intervention programs, training opportunities and collaboration between community services and research centres and universities in Australia and overseas.

## The Position: Senior Research Support Officer - OPTIMiSE

The primary purpose of this position is to provide research support for development and evaluation of the new OPTIMiSE (Online Personalised Training in Memory Strategies for Everyday) program. OPTIMiSE is an online memory intervention program for older adults with memory concerns. Face-to-face memory groups that teach strategies for managing memory issues in daily life improve memory and functional independence of older adults, but there are difficulties providing these services widely. Many older adults who would benefit cannot attend due to mobility issues or distance. This project aims to develop an internet-based memory strategy program and evaluate its acceptability to older adults with memory concerns, the feasibility of running it on a larger scale, and

whether it achieves similar outcomes to face-to-face groups. Funding for the position comes from the OPTIMiSE project and the position reports directly to Dr Kerry Pike, in her capacity as the OPTIMiSE chief investigator.

**Duties include:**

- Assist in development of OPTIMiSE program content, including providing relevant literature review
- Collation of the OPTIMiSE program content and uploading to the online Massive Open Online Courses (MOOC) system
- Ongoing MOOC monitoring and maintenance, including management of registrations and passwords
- Advertising and recruitment of participants to the study
- Managing and responding to emails received into the project business mailbox and responding to or re-directing straightforward requests about course access and management
- Troubleshooting any technical issues and liaising with technical support team where needed
- Assist with ethics applications and maintaining ethics compliance
- Moderation of discussion boards and identifying comments that require response from the research team, and informing the team
- Data cleaning and preparation
- Assistance with data analysis
- Attend training sessions and meetings associated with the research
- Proactive team approach to ensure the required outcomes are delivered to deadlines and compliance requirements
- Assist with grant applications

**Key Selection Criteria**

- A relevant degree (e.g. behavioural or health sciences) or an equivalent combination of education, training, and /or experience
- A passion for making a difference and improving services for older adults
- Experience with using web-based technologies and their application to online learning (e.g. Webinars, Moodles)
- Effective oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds
- Experience in research and evaluation including data collection and quantitative analysis
- Proven ability to work independently and as a member of a team. This includes confidentiality, versatility, and flexibility, enthusiasm with strong level of self-motivation and initiative with demonstrated ability to work as a co-operative, supportive and positive member of a team supporting continuous improvement
- High level organisational skills: the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision
- Demonstrated computer and data analysis skills (Word, Excel, SPSS, Endnote)

**Desirable**

- Clinical background with experience in ageing and/ or cognition

**Other relevant information**

- This is a part-time position of 14 hours per week. The exact spread of hours is negotiable and may be worked flexibly. Working off-site for part hours may also be facilitated.
- 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

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## 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.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:              Date: