

# Position Description

## ACBRD Research Assistant



<b>Faculty/Portfolio</b>	Health
<b>School/Centre</b>	Psychology
<b>Basis of Employment</b>	Part-time (0.6 EFT)
<b>Primary Location of Work</b>	(Off campus) ACBRD, Diabetes Victoria, Level 7, 14-20 Blackwood St, North Melbourne
<b>Classification</b>	Research Assistant, HEW 148
<b>Reporting Line</b>	Foundation Director, The Australian Centre for Behavioural Research in Diabetes

### ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

### WHY WORK FOR OUR UNIVERSITY?

[ACBRD conducts research that makes a difference](#)

[Become a member of Deakin's School of Psychology](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

### DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

[deakin.edu.au/about-deakin/careers-at-deakin](https://deakin.edu.au/about-deakin/careers-at-deakin)



## THE AUSTRALIAN CENTRE FOR BEHAVIOURAL RESEARCH IN DIABETES

The Australian Centre for Behavioural Research in Diabetes (ACBRD) is a partnership for better health between Diabetes Victoria and Deakin University, established in May 2010. The ACBRD conducts applied research focused on the behavioural, psychological and social aspects of diabetes ('behavioural diabetes'), intended to improve the health and quality of life of all Australians affected by diabetes. The ACBRD's research and related activities are designed to influence clinicians and policy makers, to inform health policy in the areas of the prevention and management of diabetes. The ACBRD has a remit to develop research projects across all types of diabetes (with key focus on type 1 and type 2 diabetes) and all age groups (children through to older adults). The Centre has three key objectives, which are to be:

- 1) a national research centre, creating knowledge and impact
- 2) a national resource for clinicians, researchers, and policy makers
- 3) a national voice, raising awareness, and influencing policy and practice (at local, national and international levels)

### POSITION OVERVIEW

The Research Assistant will conduct research in the areas of behavioural, psychological and social aspects of diabetes. Specifically, the position involves working with a Research Fellow and the Foundation Director to advance knowledge generation and translation in the area of screening for and prevention of type 2 diabetes among women with previous gestational diabetes. This research is funded by the Australian Government Department of Health and is a broad-based research collaboration between The Australian Centre for Behavioural Research in Diabetes, the Deakin University School of Rural Health and Monash University. The aim of the study is two-fold:

1. explore new models of screening for T2DM among women with previous gestational diabetes,
2. develop evidence-based messaging to effectively engage women with previous gestational diabetes in follow-up screening for type 2 diabetes.

The Research Assistant's work will support the Research Fellow in conducting research to achieve the second aim. This is a new fixed-term position, funded until December 31, 2020, located within The ACBRD, School of Psychology, in the Faculty of Health, Medicine, Nursing and Behavioural Sciences. If further funding is secured, there may be opportunity for continuation/extension.

The Research Assistant will work with support, guidance, and direction from research-only staff classified at Research Fellow (Level B) and above. The Research Assistant will be located in a collegial team, including research only and administrative support staff, as well as Higher Degree by Research students. The appointee may also have the opportunity to liaise with external researchers and clinicians, as well as general staff at Diabetes Victoria, Diabetes Australia and the National Diabetes Services Scheme (NDSS).

### Key Relationships:

<b>Internal</b>	The Research Assistant reports directly to the Research Fellow (Level B), and ultimately to the Foundation Director of the ACBRD, who holds the Chair in Behavioural and Social Research in Diabetes at Deakin University.
<b>External</b>	The ACBRD is an applied research centre working in the field of diabetes. The Research Assistant will have opportunity to liaise with staff at diabetes member organisations including Diabetes Victoria and Diabetes Australia.

### PRIMARY RESPONSIBILITIES

The Research Assistant is expected to contribute towards the research effort of The ACBRD and Deakin University, and develop his/her research expertise through the pursuit of defined research projects relevant to the particular field of research. The Research Assistant is responsible for activities associated with the second aim of the study including:

- coordinating recruitment for qualitative telephone interviews which will to explore barriers and enablers to uptake of type 2 diabetes screening among women previously diagnosed with gestational diabetes;
- coordinating and quality checking professional transcription of recorded interviews, assistance with coding and thematic analysis of interview data;
- contributing to the development of evidence-based psycho-educational messaging and resources;
- supporting the research team to undertake pilot assessment of the resource, employing qualitative research methods;
- administrative and communications support including word processing, information dissemination and arranging meetings as directed by the Project Manager; and
- constructively contributing to a vibrant research team, including participating with colleagues in developing and maintaining links and partnerships with the wider diabetes research community.

## TYPICAL DUTIES

Research activities may include, but are not be limited to:

- Familiarisation with the field of research through targeted review of relevant literature.
- Participate actively in project meetings and assist with project administrative tasks (e.g. preparation of quarterly reports, project progress tracking).
- Communication with potential study volunteers, including recruitment activities.
- Observe and/or conduct exploratory qualitative interviews.
- Support the Research Fellow in the preparation of research reports, literature reviews, peer-reviewed journal articles, conference abstracts, and/or research blogs; co-authorship will be offered as appropriate to level of contribution.
- Contribute to the preparation of lay-person / consumer information and resources (leaflets, website text) and the development of evidence-based theoretically informed content for the online intervention.
- Liaise with project stakeholders (people with diabetes, clinicians, researchers)
- Comply with occupational health and safety policies and procedures as developed by Deakin University and Diabetes Victoria in accordance with current legislation.
- Work constructively and collaboratively as a part of a team.

## ABOUT YOU

To thrive in the role you will have an excellent work ethic and high-level organisational skills. You will be a team player who is solutions focussed. You will have good interpersonal skills, including the ability to communicate effectively, sensitively, and compassionately with a range of internal and external staff and project stakeholders (including people with diabetes). Most importantly you will have an aptitude and genuine passion for applied research and health psychology.

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

## SELECTION CONSIDERATIONS

### Qualifications and Experience:

- Honours/4<sup>th</sup> year or higher degree in psychology, or other health-related field with a research component.
- Experience conducting literature searches and demonstrated ability to synthesise key findings.
- Experience conducting or contributing to psychological research, using qualitative methods. This may involve involvement in study design, data collection (interviews, focus groups), data management, coding and analyses (using dedicated programs such as QSR NVivo), and interpretation of findings.

- Experience preparing study protocols, ethics applications, and study materials such as plain language statement forms and surveys.

### Capabilities and Personal Attributes:

- High-level organisational skills, including ability to maintain a high standard of data record-keeping, reporting, meeting competing deadlines, and setting priorities.
- Demonstrated knowledge of health psychology (e.g. completion of relevant course unit; research experience) or a related field.
- Proficiency in Microsoft office suite (Word, Excel, PowerPoint, Outlook), Microsoft SharePoint, EndNote, and qualitative data analysis software (NVivo).
- Excellent written and oral communication skills. Including ability to interact well with a range of internal and external staff and project stakeholders (e.g. people with diabetes and diabetes health professionals), at various levels (including senior managers of Diabetes Victoria and Diabetes Australia).
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required

### Desirable:

In addition to the Selection Consideration above, please provide evidence of any of the below 'desirable' considerations which apply to you. Please note that responding to the Desirable Considerations is not essential.

- Experience working in a research environment.
- Demonstrated knowledge of behaviour change theories and their application in health.
- Demonstrated knowledge of diabetes and relevant psychological, behavioural and social issues.
- Demonstrated skills in the preparation/publication of academic conference abstracts and/or journal articles.
- Demonstrated ability to produce high-quality written work for a range of audiences. e.g. academia: research reports, journal articles; lay-person/consumer: lay-person reports, blog posts.
- Demonstrated skills in online content development and website management.

A desire and aptitude to register in the future for a higher research degree (PhD, MSc) will be welcome but is not essential.

### SPECIAL REQUIREMENTS

- Working With Children Check (refer to Recruitment Procedure)
- National Police Record Check (refer to Recruitment Procedure)
- Understanding of the importance of working as a productive member of a team.
- Understanding of, and commitment to upholding, ethical conduct in human research.

### DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.