**POSITION DESCRIPTION**

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| --- | --- | --- | --- |
| **Position Title** | Research Program Manager | | |
| **Organisational Unit** | Faculty of Health Sciences | | |
| **Functional Unit** | Healthy Brain and Mind Research Centre (Digital Innovation in Mental Health and Well-Being Program) | | |
| **Nominated Supervisor** | Professor and Head of Discipline (Psychology) | | |
| **Higher Education Worker (HEW) Level** | HEW 8 | **Campus/Location** | Melbourne Campus (St Patrick's |
| **CDF Achievement Level** | 1) Management | **Position Number** | #10609846 |
| **Employment Type** | Part-time 0.6 FTE Fixed term | **Date reviewed** | June 2020 |

**ABOUT AUSTRALIAN CATHOLIC UNIVERSITY**

Mission Statement:Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU’s Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We’re young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It’s your values, action and passion that makes the difference. Whatever role you may play in our organisation: it’s what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

* Provost and Deputy Vice-Chancellor (Academic)
* Chief Operating Officer & Deputy Vice-Chancellor (Administration)
* Deputy Vice-Chancellor (Research)
* Deputy Vice-Chancellor (Education and Innovation)
* Deputy Vice-Chancellor (Coordination)
* Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](http://www.acu.edu.au/about_acu/our_university/governance/university_services/secretariat/mission_statement) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University’s local presence and development of the University at the local ‘campus’ level.

**ABOUT FACULTY OF HEALTH SCIENCES**

The Faculty of Health Sciences offers courses in biomedical science, clinical education, clinical exercise physiology, exercise and cancer, exercise science, health administration, healthcare simulation education, high performance sport, mental health, midwifery, nursing, nutrition science, occupational therapy, paramedicine, physiotherapy, psychology, public health, rehabilitation, social work and speech pathology.

Our vision is to provide caring and prepared graduates who promote health and prevent illness for Australia’s health and sports industries, and provide quality healthcare for vulnerable communities such as the Indigenous, elderly and disabled.

The Schools are:

School of Nursing, Midwifery and Paramedicine (National)

School of Allied Health (National)

School of Behavioural and Health Sciences (National)

The Faculty’s courses are developed within the Catholic intellectual tradition with the goal of preparing graduates in health with an emphasis on social justice and equity, and sustainability.

Further information about the Faculty can be found at: <http://www.acu.edu.au/about_acu/faculties,_institutes_and_centres>

**ABOUT THE HEALTHY BRAIN AND MIND RESEARCH CENTRE**

*The Healthy Brain and Mind Research Centre* aims to advance knowledge critical to improving mental health, performance and well-being. Mental health and developmental disorders have significant negative impacts upon the mortality and social participation of the most vulnerable members of the community and are among the most urgent global challenges of the 21st century. The Centre seeks to make significant contributions to mental health, participation and well-being by integrating cutting edge research expertise and technology spanning neuroscience, addiction science, clinical psychology, developmental psychology, and rehabilitation science to improve the understanding, prevention and treatment of mental health and developmental disorders. The Healthy Brain and Mind Research Centre includes a program of research focused on Digital Innovation in Mental Health and Well-Being

**ABOUT DIGITAL INNOVATION IN MENTAL HEALTH AND WELL-BEING PROGRAM**

This program is aimed at addressing the crisis in the provision of mental health services through the development and testing of novel digital interventions which can be fully integrated within mental health services. The overarching focus of this program will be on optimising psychological well-being in youth and adults diagnosed with severe mental illness, young people at risk of mental disorders and family members providing care. Specifically, the aim is to develop and test innovative digital interventions designed to enhance the delivery of mental health services in order to improve psychological well-being for both sufferers and their family members.

**POSITION PURPOSE**

The appointed Research Program Manager will work with the academic and professional team to build its capacity to produce high quality research outputs focused upon psychological well-being as the primary outcome of a series of feasibility studies of our ehealth interventions. The current set of proposed projects utilises purpose built online social media-based interventions and Ecological Momentary Assessment (EMA)/Ecological Momentary Interventions (EMI) and systematic reviews. The research program manager will be expected to support the team in preparing high impact publications and competitive external grant applications to further grow the capacity and impact of our Centre.

**POSITION RESPONSIBILITIES**

**Introduction**

A number of frameworks and standards express the University’s expectations of the conduct, capability, participation and contribution of staff. These are listed below:

* [ACU Strategic Plan 2020-2023](https://www.acu.edu.au/about-acu/acu-2023)
* [Catholic Identity and Mission](https://www.acu.edu.au/about-acu/mission-identity-and-values)
* [ACU Capability Development Framework](https://staff.acu.edu.au/tools_and_services/learning%20and%20development/capability%20development%20framework%20development%20guide)
* [Higher Education Standards Framework](https://www.teqsa.gov.au/higher-education-standards-framework-2015)
* [ACU Service Delivery Model](https://staff.acu.edu.au/our_university/service_excellence/service_excellence_framework)
* ACU [Staff Enterprise Agreement](https://staff.acu.edu.au/human_resources/working%20here/enterprise_agreement__and__conditions), including provisions in relation to Performance Excellence
* [ACU Staff Reconciliation Action Plan](https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/directorates/first-peoples-and-equity-pathways-directorate/strategies-and-government-reports)

The [Capability Development Framework](http://www.acu.edu.au/cdf) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University’s strategy and supports its mission.

**Key responsibilities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Scope of contribution to the University** | | | | |
| **Key responsibilities specific to this position** | **Relevant Core Competences (**[**Capability Development Framework**](http://www.acu.edu.au/cdf)**)** | Within the work unit or team | School or Campus | Faculty or Directorate | | Across the University |
|  |  | ✓ | ✓ | ✓ | | ✓ |
| * Coordinate the implementation and development of newly funded pilot projects on an ecological momentary driven mobile application intervention, mental ehealth and other programs as evolve | * Collaborate Effectively * Communicate with Impact | ✓ |  |  |  | |
| * Manage the conduct of systematic reviews | * Collaborate Effectively * Communicate with Impact * Apply Commercial Acumen | ✓ |  |  |  | |
| * Provide advice and strategies to the Program leader to improve the efficiency and effectiveness of research projects, such as changes to research design, and reviewing project documentation to ensure agreed project objectives can be met | * Collaborate Effectively * Communicate with Impact * Apply Commercial Acumen | ✓ |  |  |  | |
| * Manage clinical content and moderation across moderated online social therapy pilots | * Collaborate Effectively * Communicate with Impact * Apply Commercial Acumen | ✓ |  |  |  | |
| * Support the production of high quality scientific publications based on research findings in the above- mentioned projects | * Collaborate Effectively * Communicate with Impact * Apply Commercial Acumen | ✓ |  |  |  | |
| * Support the development of an academic research profile in the areas of Digital technology and Mental Health, including identifying sources of funding and applying for grants and fellowships | * Collaborate Effectively * Communicate with Impact * Apply Commercial Acumen | ✓ | ✓ | ✓ | ✓ | |
| * Coordinate management of honours or masters students who work on the aforementioned studies | * Coach and Develop | ✓ | ✓ |  |  | |
| Collaborate key internal and external stakeholders, building and developing relationships both inside the the DIMH & WB Program, the Healthy Brain and Mind Research Centre, across the ACU community, government and other sector partners | * Collaborate Effectively * Communicate with Impact | ✓ | ✓ | ✓ | ✓ | |

**HOW THE ROLE OPERATES**

**Key Challenges and Problem Solving**

* Understand the challenges of establishing a multi-disciplinary research centre and collaborating with colleagues and stakeholders both nationally and internationally.
* Manage own and team workload by planning and prioritising work activity and use time management methods to meet deadlines and achieve agreed goals in a multi-disciplinary research environment.
* Understand the commercial challenges and opportunities of the DIMH & WB Program and the ACU, investigate and develop options that improve performance that serves the interests of stakeholders.
* Have knowledge of the various Federal and State legislations, ACU policies and procedures that relate to the conduct of research, record management and data governance.
* Know the limits of the position and know when to escalate issues for higher-level decision-making.

**Decision Making / Authority to Act**

* The position holder has substantial autonomy in the day-to-day operational administrative management of research programs and provides strategic support and advice to the Program Leader.
* Interpret data and consider consequences of actions before making evidence-based decisions that serve the interests of stakeholders.
* Identify ways to improve systems and support the implementation of improvement initiatives and the introduction and roll-out of new technologies.

**Communication / Working Relationships**

* The position holder develops and maintains communication and relationships between internal stakeholders in order to successfully manage projects and centre outputs
* The position holder develops and maintains communication and relationships between external stakeholders with the objective of building strong research partnerships.
* Collaborate with internal and external stakeholders including the DIMH & WB Program, the Healthy Brain and Mind Research Centre, the wider ACU community, government and other sector partners

**Reporting Relationships**

For further information about structure of the University refer to the [organisation chart](http://www.acu.edu.au/staff/our_university/organisational_chart2).

**QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER**

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as ‘qualifications and capability’. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](http://www.acu.edu.au/cdf).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](http://www.acu.edu.au/staff/our_university/training_and_development) for more information.

**SELECTION CRITERIA**

| **Qualifications and Capability** | | |
| --- | --- | --- |
| **Qualifications, skills, knowledge and experience** | | |
|  | PhD or near completion in a relevant area (Clinical psychology or related discipline) | |
|  | Specialised knowledge and strong interest in digital technology and mental health research. | |
|  | Experience in managing research project teams, driving collaboration, coordination and project deliverables. | |
|  | Strong team spirit with an outstanding ability and motivation to constructively collaborate with and support fellow team members | |
|  | Outstanding interpersonal and communication skills and capacity to initiate, manage and maintain partnerships and collaborations; | |
|  | Expertise in the development and quality control of grant applications including: NHMRC and ARC grants. | |
| **Core Competencies (as per the** [**Capability Development Framework**](about:blank)**)** | | |
|  | | Live ACU’s Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU’s Mission, Vision and Values by connecting the purpose of one’s work to ACU’s Mission, Vision and Values. |
|  | | Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. |
|  | | Be Responsible and Accountable for Achieving Excellence: Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. |
| **Other attributes** | | |
|  | | Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment. |