

<b>Position Title</b>	Research Fellow (Project Coordinator)
<b>Classification</b>	Level B
<b>School/Division</b>	School of Allied Health
<b>Centre/Section</b>	Western Australian Centre for Rural Health
<b>Supervisor Title</b>	Director
<b>Supervisor Position Number</b>	309100
<b>Position Number</b>	NEW

## Your work area

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The Western Australian Centre for Rural Health (WACRH) is administered by the University of Western Australia and is part of a network of University Departments of Rural Health across Australia. WACRH is in various towns and cities across the Midwest and Pilbara regions of WA with its main office in Geraldton and a second office in Karratha. WACRH is also situated within the School of Allied Health at UWA.

## Reporting structure

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Reports to: Director

Direct reports: Lecturer

## Your role

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As the appointee under broad direction, you will work closely with the Project Lead to co-ordinate all aspects of the Leading Thriving Workplaces initiative and provide support to three partner organisations in the Mid-West and Pilbara.

You will be involved with supporting evidence-based leadership training (Dare to Lead™) and workshops related to mentally healthy workplaces. You will contribute to resource development, evaluation, report writing and liaise with a range of stakeholders. Utilising The Thrive at Work framework, toolkit and survey, developed by the Future of Work Institute at Curtin University, you will be responsible for supporting and providing guidance to assist organisations to build a mentally healthy workplace and develop positive work practices.

## Your key responsibilities

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Liaise with Leading Thriving Workplaces partner organisations and coordinate project activities

Develop and conduct evaluations (e.g. surveys, focus groups, interviews and case studies)

Contribute to and/or undertake formal research including stakeholder engagement, ethics and reporting

Contribute to the development of mental health strategies and action plans

Develop resources and assist with the implementation of plans and workplace interventions

Establish and maintain regular linkages with partner organisations including quarterly Communities of Practice and encourage sharing learning and ideas

Work collaboratively with partner organisations and their mental health leadership groups and

coordinate and contribute to training and other events

Provide analysis, collate feedback and write bi-annual and other reports as required

Collaborate with the Future of Work Institute and assist with the implementation of annual Thrive at Work surveys

Record and document the learning journey and develop case studies

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification in Health or Human Sciences and relevant experience in these fields

Demonstrated experience in implementing mental health and wellbeing initiatives in workplaces

Experience and ability to undertake evaluation, use a variety of methodologies (survey, focus groups, case studies),

Experience of working in a regional area or have a good understanding of workforce and cultural challenges

Excellent understanding of workplace mental health, psychological safety, leadership and organisational development

Project management experience and ability to meet milestones and grant outcomes

Understand and experience of facilitation, models of learning, problem solving and creative solutions

Excellent interpersonal and verbal and written communication skills including report writing

Ability to engage with a wide range of stakeholders and work alongside in partnership with organisations

PhD and research experience in relevant fields is desirable

Dare to Lead™ trained is desirable

### **Special requirements (selection criteria)**

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Current "C" class driver's licence

Current National Police Clearance certificate

Able to fit the physical requirements of the position

Occasional travel within the state may be required

### **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://safety.uwa.edu.au/)