



POSITION DESCRIPTION

Centre for Youth Mental Health
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant – Orygen Digital MOST

POSITION NO	0055052
CLASSIFICATION	Level A
WORK FOCUS CATEGORY	Research Focused
SALARY	\$75,289 – \$102,163 p.a. (pro rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part Time to Full Time (0.8 - 1.0 FTE)
BASIS OF EMPLOYMENT	Fixed term position available for 12 months Fixed term contract type: Externally funded
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 Simon Baker Tel +61 403 172 910 Email simon.baker@orygen.org.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Company has three Members: the Colonial Foundation, The University of Melbourne and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees to be made available to undertake activities for Orygen, and this arrangement will apply to you. University employees working at Orygen are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to Orygen policies and procedures (including Orygen's delegations of authority framework which can be found at <http://staff.orygen.org.au/>), but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at Orygen, you will be subject to the reasonable control and direction of Orygen. You consent to the University disclosing to Orygen your personal employment information solely for the purposes of facilitating your secondment to Orygen, and that such disclosure will not be a breach of any of your privacy rights.

Orygen Digital, the digital mental health division of Orygen and Centre for Youth Mental Health (CYMH) at University of Melbourne, designs, delivers and evaluates evidenced-based digital services for youth mental health, including Moderated Online Social Therapy (MOST), virtual reality and just-in-time mobile interventions.

A Research Assistant (RA) is required to support research and evaluation activities associated with the delivery of MOST in youth mental health services, including participant recruitment and follow up, data collection and analysis, preparation of ethics applications, funding applications, protocols, manuscripts, presentations, and reports, and additional research or administrative tasks as required. This position will be based at Orygen, located in Parkville, with flexibility to work from home as necessary. The successful applicant will have outstanding organisational and communication skills and will be supported by the MOST team comprising researchers and clinicians from the Orygen and CYMH research programs.

This position reports to the MOST Research and Evaluation Manager, Doctor Simon Baker.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Recruit and follow up research participants;
- ▶ Administer qualitative research interviews with participants and stakeholders;
- ▶ Collect and maintain data and information, ensuring consent, confidentiality, and quality;
- ▶ Perform basic descriptive and statistical analysis of qualitative and quantitative data;
- ▶ Provide input on research and evaluation related ethics applications, funding applications, protocols, manuscripts, presentations, and reports;

- ▶ Develop and maintain effective working relationships with research, clinical, and implementation teams and other internal and external stakeholders;
- ▶ Attend, participate in, and provide administrative support for team and project meetings;
- ▶ Assist with other research projects within CYMH and Orygen as required.
- ▶ Any other duties as reasonably requested, consistent with the classification of this position.

1.2 LEADERSHIP AND SERVICE

- ▶ Attend and participate in research meetings and associated research events;
- ▶ Actively participate in key aspects of engagement within the University of Melbourne and Orygen;
- ▶ Effective demonstration and promotion of University and Orygen values including diversity and inclusion and high standards of ethics and integrity;
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours or above) in behavioural or health sciences or a related discipline;
- ▶ Demonstrated understanding of mental ill-health and psychiatric diagnoses and disorders;
- ▶ Demonstrated understanding of the conduct of research including the collection, collation and management of human research data, and an awareness of the principles underpinning Good Clinical Practice;
- ▶ Excellent organisation and time management skills;
- ▶ Ability to function effectively both independently and as a member of a multi-disciplinary team, with a high degree of flexibility and responsiveness to changing priorities;
- ▶ Excellent interpersonal and communication skills for effective research collaboration and output;

2.2 DESIRABLE

- ▶ Demonstrated interest in digital (mental) health and technologies;
- ▶ Experience working in a mental health research and/or clinical setting;
- ▶ Experience working with adolescents and young adults, and an appreciation of adolescent developmental issues;
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and statistical analysis packages such as IBM SPSS.

2.3 SPECIAL REQUIREMENTS

- ▶ Unrestricted right to work and live in Australia;
- ▶ OHSE training is essential and is provided by Orygen;

- ▶ A valid driver licence for Victoria, Australia;
- ▶ Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check and a valid Police Check;
- ▶ Willingness to work outside business hours as necessary;
- ▶ Willingness to participate in training, workshops and conferences as necessary;
- ▶ This position is based at Parkville with flexibility to work from home as necessary. Travel to other Orygen locations may be required. Due to COVID-19, other work and travel arrangements may be in place that you will be required to adhere to.

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 CENTRE FOR YOUTH MENTAL HEALTH

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry and the Chief Operating Officer is Mr John Moran. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Jane Gunn, Dean of the Faculty.

5.2 ORYGEN

www.orygen.org.au

Orygen is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

Further information available at <https://www.orygen.org.au/About/About-Us>

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

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.

5.4 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>.

5.1 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.

5.2 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>