



## POSITION DESCRIPTION

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

### Research Assistant in Youth Mental Health: Evidence Synthesis and Translation

POSITION NO	0058560
CLASSIFICATION	Level A
SALARY	\$77,171 - \$104,717 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.5 – 0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term position for 12-18 months
OTHER BENEFITS	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Cali Bartholomeusz Tel +61 421 113 492 Email <a href="mailto:cali.bartholomeusz@orygen.org.au">cali.bartholomeusz@orygen.org.au</a>  <b><i>Please do not send your application to this contact</i></b>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***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.

The Research Assistant (RA) will work on the Evidence Synthesis and Translation team, and work on maintaining the Mapping Project, conducting screening for high-level research evidence in youth mental health (YMH). Orygen's world-class YMH evidence map, which is freely available to the public via the Evidence Finder tool, is highly informative and useful for answering broad questions, such as which interventions have been trialled for a particular mental health problem and where are the gaps in the literature. Importantly, it filters out low quality research, providing a leaner list of articles that the end-user can work with, whilst having confidence that the evidence is valid. Working within a small team, the RA will help with the annual screen of research articles for the YMH evidence map. The RA will screen according to strict inclusion/exclusion criteria and use specialised programs such as Endnote, to categorise

and code articles appropriately. The RA will also assist with in-house requests for evidence map consultations, and contribute to literature reviews and evidence syntheses, where appropriate.

This position reports to the Associate Director, Evidence Synthesis and works within the broader Knowledge Translation (KT) team, led by Professor Rosemary Purcell.

## **1. Key Responsibilities**

The University of Melbourne sets 'Minimum Standards for Academic Levels' (MSALs) which are expected from academic staff. The levels are differentiated by level of complexity, degree of autonomy, leadership requirements of the position, and level of achievement of the academic and may be amended from time to time.

Below is the MSALs for Level A academic staff. The Key Responsibilities, outlined in this section, are to be read in conjunction with this MSAL.

Occupational Equivalent: Tutor, Research Assistant, Research Fellow 1

- (a) A Level A Academic will work with the support and guidance from more senior Academics and will work under the supervision of an Academic at Level B and above.
- (b) A Level A Academic is expected to develop their expertise in teaching, scholarship and/or research with an increasing degree of autonomy and may work with limited supervision and/or as part of a team.
- (c) A Level A Academic will contribute to teaching at the University (at a level appropriate to their skills and experience) and/or undertake research and/or engage in professional activities appropriate to their profession or discipline. The Academic will undertake administration primarily relating to their activities with the Faculty. The contribution to teaching and supervision of students of Level A Academics will be primarily at undergraduate and graduate diploma level. The results of research conducted may be published as sole author or in collaboration.

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Contribute to evidence mapping and synthesis activities, using specialised programs such as Endnote;
- ▶ Conduct literature reviews and evidence syntheses as required
- ▶ Liaise with Orygen clinical and research staff and other KT colleagues in the maintenance and development of evidence-based resources
- ▶ Assist with the preparation of reviews, reports and journal publications as required
- ▶ Liaising with stakeholders as necessary
- ▶ Active participation in the communication and dissemination of research where appropriate
- ▶ Develop and maintain effective working relationships with the evidence synthesis team and related KT teams, as well as internal and external stakeholders.

### **1.2 LEADERSHIP AND SERVICE**

- ▶ Actively participate at team, division and organisational meetings and with guidance, contribute to planning activities to support capacity-building.

- ▶ Participate in community and professional activities related to the relevant disciplinary area.
- ▶ Effective demonstration and promotion of Orygen and University values including diversity and inclusion and high standards of ethics and integrity.

### 1.3 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
- ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
- ▶ Create ethics applications and report to the ethics committees

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

### 2.1 ESSENTIAL

- ▶ A postgraduate degree (Honours, Masters) in behavioural or social sciences or a related discipline, or substantial progress towards a Doctorate or PhD,
- ▶ A strong interest in mental health disorders and mental health interventions,
- ▶ Demonstrated understanding of research methods and database management,
- ▶ Knowledge of evidence mapping and synthesis processes,
- ▶ Strong evidence of superior organisation, time management and attention to detail skills,
- ▶ Flexible and responsive to changing priorities, and
- ▶ High level of proficiency in the use of standard application software such as Endnote and the Microsoft Office suite.

### 2.2 DESIRABLE

- ▶ Experience with knowledge translation activities
- ▶ Experience working on systematic reviews and/or meta-analyses
- ▶ Experience working within multidisciplinary teams
- ▶ Experience working on large databases or evidence maps.

## 2.3 SPECIAL REQUIREMENTS OF THE ROLE

- ▶ Unrestricted right to work in Australia
- ▶ As all Orygen sites are healthcare facilities, in line with Mandatory Vaccination Directions, all Orygen staff are required to be fully vaccinated (three vaccinations) against COVID-19. This requirement includes Centre for Youth Mental Health, University of Melbourne employed staff.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check and to complete a Police Records check.
- ▶ All workplaces and the surrounding site are non-smoking environments.

## 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

## 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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

[www.cymh.unimelb.edu.au](http://www.cymh.unimelb.edu.au)

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. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Jane Gunn, Dean of the Faculty.

## 5.2 ORYGEN

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](http://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>

## 5.5 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.

## 5.6 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>