

POSITION DESCRIPTION
Education Officer
Health Services Group

Position Title	Education and Resource Officer		
Division	Research Health Services Group		
Position Purpose	To lead the development of health resources designed to support patients with intellectual disability and autism for the Queensland Centre of Excellence in Autism and Intellectual Disability Health.		
Location	Mater Hospital South Brisbane		
Occupational Category and Level	MR Professional Level 7.1		
Reporting Relationship	Research Officer		
Fixed Term - contract date	Oct 2024 – June 2025		
Next Review Due			
Staff Member	<Insert name>	Signature	Date
Direct Supervisor	Katie Brooker	Signature	Date

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1. OVERVIEW

Mater Group

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

Our Mater Values: *We value care, mercy, dignity, quality and commitment.*

Mater Research

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

Our teams conduct outstanding research into:

- Cancer Biology and Care
- Chronic and Complex Disease Biology and Care
- Mothers', Babies and Women's Health
- Neurosciences and Cognitive Health
- Health Implementation

Mater Research Institute – The University of Queensland

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

2. HOURS

This is a full-time fixed term appointment. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours to undertake the experimental procedures appropriate to individual projects.

3. PURPOSE OF POSITION

The Queensland Centre of Excellence in Autism and Intellectual Disability Health (QCEAIDH) aims to improve the health and wellbeing of people with intellectual and developmental disability across the life span through clinic, research, and education.

QCEAIDH provides a specialist outpatient service located at Mater Hospital South Brisbane for patients with diagnosed or suspected Intellectual Disability and/or Autism and complex support needs that are referred by their GP, specialists or Queensland Mental Health Service for additional health assessment and advice. The outpatient clinic is also a teaching clinic, attended by student, trainees and qualified staff who want to improve their knowledge and skills in this area.

QCEAIDH undertakes research to improve the health and wellbeing of people with intellectual disability and autistic people using inclusive research principles of co-design in all research activities. We have a strong track record in this area with the research agenda spanning health services and clinical research. Our research includes clinical trials and projects that will require staff to be involved in data collection and analysis.

QCEAIDH delivers tailored education to support the current and emerging (i.e. undergraduate and postgraduate) health workforce to better respond to the health and mental health needs of people with an intellectual or developmental disability across the lifespan.

The Education officer will lead the development of online education about intellectual disability and autism health.

4. POSITION DESCRIPTION

4.1. Duties

- Apply critical skills to identify content areas for general health and mental health which focuses on education of the workforce and the production of online education for health and support workers who work with people with intellectual disability and people on the autism spectrum.
- Lead the development of engaging and effective resources for people with intellectual disability and those on the autism spectrum about receiving health care and health resources that are accessible.
- Apply co-design principles and ways of working to ensure meaningful input from people with intellectual disability and those on the autism spectrum.
- Assist with building an active social media presence for the Queensland Centre of Excellence in Autism and Intellectual Disability Health.
- Work collaboratively with stakeholders including clinicians, consumers, and carers to produce translational outputs.
- Contribute to a positive workplace culture promoting a collaborative multi-disciplinary approach to driving innovation.
- Attend relevant training programs and mandatory educational programs, workshops, conference and promotional functions.

4.2 Safety in the Workplace and Human Resources

- Maintain a safe working environment.
- Report any potential hazards to the reporting officer.
- Ensure compliance with Workplace Health and Safety (WHS) Standards.
- Treat all clients with sensitivity and without discrimination.
- Responsible to ensure the annual performance plan is met.

4.3 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of MR Limited.
- Promote and demonstrate the philosophy and values of the Sisters of Mercy.
- Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families.
- Demonstrate values based decision-making and leadership.
- Ensure that the mission, objectives, philosophy, and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices.
- Demonstrate a strong commitment to the timely delivery of a high-quality service to the staff of MR.

5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Demonstrated understanding and commitment to the joint NHMRC/AVCC Statement and Guidelines on Research Practice is required.
- Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
- The use of Institute property, equipment and technical support facilities will respect the guidelines established by the Institute.

6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

7. SELECTION CRITERIA

- Relevant qualification with subsequent relevant experience in developing education for health staff and resources for people with lived experience of intellectual disability and autism.
- Demonstrated experience supporting and contributing to projects and initiatives in the disability and/or health sector.
- Excellent interpersonal skills and the ability to communicate effectively with a variety of stakeholders from diverse backgrounds.
- Well-developed written communication skills with the ability to produce written materials in different styles and formats appropriate to the audience.
- Well-developed verbal communication skills.
- Ability to make sound judgements and work both independently and as part of a team.
- Demonstrated high level organisational skills including the ability to prioritise work demands meet deadlines and balance competing tasks with excellent attention to detail.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications and videoconferencing platforms.
- Commitment to the Promotion of the Philosophy and Mission of the Mater Group and goals of the Mater Research Institute. To be thoughtful, considerate and function as a positive role model for others.

8. REVIEW

The position will be subject to mutual review on an annual basis.