

Position description

Position title:	Research Associate, Digital Mental Health and Wellbeing
School/Directorate/VCO:	Research and Innovation
Campus:	SMB Campus. Travel to other campuses may be required.
Classification:	Within the Academic Level A range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time or part-time
Recruitment number:	849119
Further information from:	Professor Britt Klein, Emeritus Professor Robert HT Smith Professor and Personal Chair in Psychology Telephone: (03) 5327 6717 E-mail: b.klein@federation.edu.au
Position description approved by:	Professor Chris Hutchinson Deputy Vice-Chancellor (Research and Innovation)

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Biopsychosocial and eHealth Research and Innovation (BeRI) Hub is working in collaboration with Prevention United and a public sector aged care workplace partner to undertake the externally funded 'Wellbeing: Track and Change' project. The FedUni BeRI Research Associate, Digital Mental Health and Wellbeing will be primarily assisting the FedUni BeRI Research Fellow in the day to day running of this research project. The Research Associate, Digital Mental Health and Wellbeing will also work closely the FedUni BeRI IT team and the Prevention United Project and Program Managers and other stakeholders involved in project.

This role involves ensuring that the 'Wellbeing Track and Change' platform is developed and evaluated in an efficient timeframe aligned to the Funding Agreement and associated contractual project milestones and deliverables. The Research Associate, Digital mental Health and Wellbeing is expected apply quantitative methods as well as range of qualitative research methods including co-design and participatory implementation design approaches with our workplace partner, to determine, optimise and evaluate a mental health and wellbeing-based digital system.

This position also involves occasional travel to multiple workplace partner locations in the Ballarat region.

Key responsibilities

1. Contribute to the drafting, finalising and submission of applications to human ethical research committee related to the Wellbeing: Track and Change project.
2. Liaise and work collaborate with the Research Fellow, Digital Mental Health and Wellbeing and workplace partner management team to ensure engagement in and involvement of the workplace partner employees during all phases of the project.
3. Assist with the recruitment of workplace partner-based participants and contribute to co-ordinating prompt response to queries from workplace partner employees.
4. Contribute to the drafting, finalising and presenting the 'participatory implementation' education and training workshops with the workplace partner employees and assist with facilitating the co-design workshops with the workplace partner employees.
5. Contribute to the drafting the specification requirements to create the Wellbeing: Track and Change digital system, following the co-design workshops with the FedUni BeRI IT team including contributing to the content/resources (e.g., brief fact-sheets/action plans) with the creative communications company subcontractor.
6. Assist with the finalisation and implementation of the project evaluation plan and the development of related data collection tools.
7. Assist with the collection, monitoring and collating of feedback on the digital system and content/resources using electronic and/or paper and pencil surveys, focus group or 1-1 interview formats as well as via observational methods (e.g., 'think aloud' method, usability testing software).
8. Assist with monitoring, collating and reporting of all issues raised during the workplace partner's usability testing activities, and liaise with FedUni BeRI IT team to ensure a quick 'optimisation' IT development turnaround.
9. Work with FedUni BeRI IT team to ensure all quality, safety and IT security standards are met, as well as database management set up and export and extraction capabilities.

10. Assist with the coordination of the Penetration Testing activity, the 'pilot release' of the digital system, the 'full program release' of the digital system so as the evaluation plan is effectively administered and monitored over the course of the trial.
11. Assist with the coordination of the collection of the 'full program release' end-user quantitative survey and qualitative interview data, assist with analysing incoming data and providing the Executive Committee with ongoing updates and summaries.
12. Contribute to devising the 'Optimisation Plan', post-trial evaluation and in drafting relevant publications and conference presentations.
13. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
14. Undertake the responsibilities of the position adhering to:
 - The Collaborative Research Agreement;
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of responsibility

The Research Associate, Digital Mental Health and Wellbeing will report to the Research Fellow, Digital Mental Health and Wellbeing and work closely with the BeRI Director. The position will be required to assist with facilitating the operations between the internal FedUni BeRI teams, the Prevention Unit and the workplace partner teams as well as liaise with the creative communications company subcontractor.

The position will be primarily supporting and assisting the Research Fellow, Digital Mental Health and Wellbeing with the day to day running of this research project. The Research Associate, Digital Mental Health and Wellbeing will also work closely with all teams and stakeholders involved in project.

The Research Associate, Digital Mental Health and Wellbeing will assist in monitoring the project plans, communications strategy, knowledge translation activities and quarterly progress reports. They will attend project meetings and contribute to updates on progress against study deliverables.

Training and qualifications

The Research Associate, Digital Mental Health and Wellbeing will have normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

Position/Organisational relationships

The Research Associate, Digital Mental Health and Wellbeing will report to and work under the broad direction from the Research Fellow, Digital Mental Health and Wellbeing. This position supports the Hub's strategic Intent, particularly in the area of research and industry collaboration.

Additionally, it supports the University's strategic direction through community engagement and knowledge transfer. The position assists to the Research Fellow, Digital Mental Health and Wellbeing in establishing and maintaining productive working relationships with a broad and diverse range of BeRI partners to ensure that research, partner and stakeholder objectives are achieved.

The Research Associate, Digital Mental Health and Wellbeing will work closely with the project Executive Committee, Project Research Associate, the Development Team, the Prevention United Project Manager and Program Manager and other representatives from the external research partner organisations throughout the project.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following:

Key Selection Criteria:

1. Four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.
2. Well-developed organisational skills with demonstrated capacity to plan workload and manage timelines to meet project outcomes within specified timeframes.
3. Demonstrated ability to apply research methodologies and knowledge of mixed-method data analysis.
4. Demonstrated ability to undertake and analyse qualitative data conducted through interviews, focus groups, workshops or other methods including experience in analysing large existing data sets using SPSS, SAS, Stata or R.
5. Demonstrated well-developed verbal and written communication skills to ensure effective research collaboration and engagement with internal and external stakeholders.
6. Demonstrated alignment with the University's commitment to child safety.

Minimum Standards for Academic Levels (MSALs) Teaching and research academic staff

Level A

A Level A research academic will typically conduct research/scholarly activities under limited supervision either independently or as a member of a team, and will normally hold a higher degree.

A Level A research academic will normally work under the supervision of academic staff at Level B or above, with an increasing degree of autonomy as the research academic gains skills and experience. A Level A research academic may undertake limited teaching, may supervise at graduate levels and may publish the results of the research conducted as a sole author or in collaboration. He or she will undertake administration primarily relating to his or her activities at the institution.

The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels.

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Union Collective Agreement
2015–2018
Academic and General Staff Employees