



## POSITION DESCRIPTION

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

### Research Assistant

<b>POSITION NO</b>	0052091
<b>CLASSIFICATION</b>	Research Assistant, Level A
<b>WORK FOCUS CATEGORY</b>	Research Focused
<b>SALARY</b>	\$69,148 - \$93,830 p.a. (pro rata)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Part-time (0.4-0.6 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed-term position available for two years Fixed term contract type: Externally funded
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Stephen Wood Tel +61 403 527667 Email <a href="mailto:sjwood@unimelb.edu.au">sjwood@unimelb.edu.au</a>  <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](http://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.

A Research Assistant is required to help co-ordinate a new NHMRC funded study looking for new biomarkers to guide treatment selection in early psychotic illness. Currently, nearly all medications for treatment of psychotic illnesses such as schizophrenia target dopamine neurotransmission, but they tend to be ineffective for negative and cognitive symptoms. Even for positive symptoms, a significant minority of people show limited or no improvement on these treatments. We aim to find ways to give early indication of which treatments will suit which person, and therefore reduce the time taken to prescribe effective medication.

The Research Assistant will work with young people (aged 15 to 25 years) attending specialist clinical services at Orygen, and will be required to display self-initiative and work productively within the research and clinical teams using established protocols. The Research Assistant will also be required to keep meticulous records and maintain data, assisting with data entry and verification.

This position reports to the Principal Investigator, Professor Stephen Wood, who reports to the Head, Centre for Youth Mental Health.

## ***1. Key Responsibilities***

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

- ▶ Participate in research independently and as a member of a research team, including supporting a researcher with lived experience
- ▶ Assist with the development of documents for ethical and governance approval, standard operating procedures, etc
- ▶ Liaise with Orygen clinical staff, and with young people with psychosis and their families, to recruit participants

- ▶ Contribute to data collection and analysis, including clinical interviewing and neurobiological assessments
- ▶ Maintain accurate and detailed records of study data and participant information and consent procedures, as well as maintaining confidential files and reports
- ▶ The co-production of conference and seminar papers and publications and attendance and presentations at conferences and seminars where appropriate
- ▶ Contribute to publications arising from scholarship and research, such as publication of books and in peer reviewed journals
- ▶ Active participation in the communication and dissemination of research where appropriate
- ▶ Participate in other research projects at Orygen as required.

## 1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate at CYMH and/or Faculty meetings and with guidance, contribute to planning activities or committee work to support capacity-building in the discipline.
- ▶ Identify sources of funding to support individual or collaborative projects, relating to research and engagement practice in the discipline
- ▶ Effective training of research support staff where required
- ▶ Effective demonstration and promotion of University 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 5

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ PhD, substantial progress towards PhD or Honours/Masters degree in relevant area
- ▶ Strong evidence of ability and desire to build an academic career trajectory
- ▶ Demonstrated ability to conduct interviews and interact with young people with mental health problems
- ▶ Demonstrated administrative, organisation and problem-solving skills in a research setting, including meticulous record keeping, data management skills (e.g. data entry, data verification) and ability to prioritise work to manage during peak periods
- ▶ Demonstrated ability to articulate scholarly research through public presentations or University level forums
- ▶ Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement

### 2.2 DESIRABLE

- ▶ Demonstrated potential to supervise or co-supervise and mentor undergraduate, honours and graduate diploma stage postgraduate students where appropriate.
- ▶ Experience working in a mental health setting
- ▶ Experience in writing research publications independently or as part of a research team

### 2.3 OTHER JOB RELATED INFORMATION

- ▶ Any offer of employment is conditional upon receipt and maintenance of a valid Working With Children Card and a satisfactory Police Check
- ▶ Some out of hours work may be required
- ▶ Unrestricted right to live and work in Australia.
- ▶ This position is notionally based at the Parkville site in Melbourne but capacity to work effectively from home will be required during the COVID-19 pandemic.
- ▶ 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 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

[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 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

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>