



POSITION DESCRIPTION

Phoenix Australia Centre for Posttraumatic Mental Health Inc
Department of Psychiatry
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant/ Research Fellow (Statistics)

POSITION NO	0053492
CLASSIFICATION	Level A or Level B Level of appointment is subject to qualifications and experience
WORK FOCUS CATEGORY	Academic Research
SALARY	\$77,171 – \$104,717p.a. pro rata (Level A) \$110,236 - \$130,900 p.a. pro rata (Level B)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.4 - 0.8 FTE)
BASIS OF EMPLOYMENT	Fixed Term position available for 12-months
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 Sean Cowlishaw Tel +61 3 9035 5599 Email sean.cowlishaw@unimelb.edu.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

Phoenix Australia is Australia's National Centre of Excellence in Posttraumatic Mental health. For 25 years we have been a national and international leader in our field. We do not take the responsibility of being the national centre of excellence lightly.

We are at the forefront of the understanding, prevention and recovery from trauma. We have over 60 researchers, clinicians and specialists in psychology, psychiatry and social work, and have offices in Adelaide, Brisbane, Canberra, Melbourne and Sydney, allowing our reach to stretch to individuals, organisations and communities Australia wide.

We are a unique organisation, bridging the gap between research and research translation, and integrating our knowledge and skills into an end- to-end service for our clients. Our work encompasses two main Portfolios: Research and Policy and practice, which incorporates workforce education and training.

Our program of internationally acclaimed research aims to advance the knowledge of posttraumatic mental health. Through the application of diverse research methodologies, we aim to create real-world solutions and translate research findings into practical implications for governments, organisations, and communities.

Our Policy and Practice portfolio encompasses policy and service development work as well as workforce education and training. Our policy and service development work aims to establish the standards of best practice for the management of trauma. We translate research into best practice policies and procedures for organisations, and work with organisations to build their capacity to minimise the impact of workplace trauma.

Our evidence-based workforce education and training programs improve the practice of those working with people, organisations, and communities affected by trauma. We provide tailored and integrated training, supervision, and consultation services that meet the specific needs of a diverse range of clients, large or small.

The Research Assistant / Research Fellow (statistics) position will be responsible for providing applied statistical advice and support across research projects involving a range of designs (e.g., cross-sectional and prospective observational studies, experimental methodologies). Key activities will include the design of appropriate data analytic procedures, the development and management of syntax and research data-files, and the conduct and communication of quantitative findings. Depending on the skill set of the successful applicant, they may also be involved with providing general research support to projects, such as supporting the development of ethics applications, data collection and contributions to project materials, technical reports, and scientific articles. The breadth of skills and interest in involvement with general research activities will partly determine the working hours for this position (0.4 – 0.8 FTE). Applicants with varying levels of experience with statistics will be considered, and this will partly determine the appointment at either Level A or Level B. The successful applicant will be expected to work across multiple projects at one time, supporting these project teams with competing demands and deliverables.

The position will be based at Phoenix Australia in the Department of Psychiatry at The University of Melbourne. The position will report to more senior staff for supervision and project work.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. *Key Responsibilities*

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Provide statistical support to research projects involving observational and experimental quantitative methodologies.
- ▶ Develop and maintain syntax files specifying and recording analytic procedures, potentially using a range of software programs (e.g., SPSS, Program R, MPlus).
- ▶ Conduct and report findings from descriptive and inferential statistical procedures, including multivariate analyses.
- ▶ Develop and maintain research databases, including some data entry.
- ▶ Work flexibly across a range of project teams with competing timelines and deliverables.
- ▶ Contribute to production of technical reports and advice to government and non-government organisations, and assist with preparation of presentations to lay audiences.
- ▶ Contribute to the communication of research findings via scientific articles, as well as through preparation of presentations to scientific audiences.
- ▶ Liaise with key stakeholders and research partners.
- ▶ Provide general research support to projects, which may involve, development of ethics applications and research materials (including design and paper-based and online surveys), and data collection.

In addition to the above, the Research Fellow, Level B appointee will be required to:

- ▶ Provide high level statistical advice on research projects involving observational and experimental quantitative methodologies.

1.2 LEADERSHIP AND SERVICE

- ▶ Undertake other tasks as required by the project leader or Director of Research
- ▶ Actively participate in Phoenix Australia meetings and/or committees
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

In addition to the above, the Research Fellow, Level B appointee will be required to:

- ▶ Provide statistical advice and mentoring to junior researchers.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A postgraduate research degree in psychology, applied statistics, or another health or mental health related field.
- ▶ Experience in applied statistical analyses, including design, implementation and reporting, or substantial interest in developing skills and capacities in this area.
- ▶ Experience using quantitative data analysis programs (e.g., SPSS, Program R, MPlus).
- ▶ Demonstrated skill in writing the method and results sections of high quality technical reports and/or academic manuscripts.
- ▶ Excellent analytical and problem solving skills.
- ▶ Strong organisational and time management skills that involve working to deadlines and setting priorities among competing tasks.
- ▶ Demonstrated ability to work in close co-operation with other team members to achieve project goals.

2.2 DESIRABLE

- ▶ Experience with advanced statistical techniques (e.g., Structural Equation Modelling, Multilevel Modelling, Rasch Analysis).
- ▶ Experience with analyses of data from longitudinal studies.
- ▶ Domain expertise in mental health or posttraumatic mental health.
- ▶ Experience with general research activities (e.g., ethics applications, development of research materials).

In addition to the above, to be appointed at Level B:

- ▶ PhD in psychology, applied statistics, or another health or mental health related field.
- ▶ Experience managing and maintaining large-scale research databases.
- ▶ Experience providing senior statistical support and guidance to junior researchers or teams.
- ▶ Track record of leading or contributing to peer-reviewed journal publications and conference presentations

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 service 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 PHOENIX AUSTRALIA-CENTRE FOR POSTTRAUMATIC MENTAL HEALTH

Phoenix Australia is an independent not-for-profit organisation and a registered charity. With an affiliation with the University of Melbourne, our staff are employed by the university and we have a close working relationship with the Department of Psychiatry within the Melbourne Medical School. Our Board of Directors includes independent members as well as senior representatives from the Departments of Veterans' Affairs and Defence.

For further information, visit Phoenix Australia's website at www.phoenixaustralia.org

5.2 DEPARTMENT OF PSYCHIATRY

The Department of Psychiatry at the University of Melbourne was established in the 1960s. It is one of the largest Departments in the Melbourne Medical School. There are about 120 academic and professional staff, 140 honorary staff and 50 students pursuing research degrees from Honours, Masters, and PhD programs. A further 240 students are enrolled in graduate coursework programs, including the flagship Master of Psychiatry program. The Department plays a key role in the medical curriculum of the graduate Doctor of Medicine (MD) program, providing rotations in psychiatry for medical students and teaching in other sections of the course. The Department also offers opportunities for students undertaking research projects in the MD course.

The Department is located across a broad reach of Melbourne. It has teaching and research units at Austin Health, St Vincent's Health, and within NorthWestern Mental Health: the latter includes units at Royal Melbourne Hospital, Sunshine Hospital, and Northern Hospital.

The Department also has units at two private hospitals: Albert Road Clinic (Ramsay Health Care) and The Melbourne Clinic (Healthscope).

The Department has a number of specialist clinical research units, comprising the Academic Unit for Psychiatry of Old Age, Melbourne Neuropsychiatry Centre, Phoenix Australia (Centre for Posttraumatic Mental Health), and the Psychosocial Research Centre.

The Department's research focuses on improving our understanding and treatment of mental health disorders. It covers a broad range of psychiatric research, including prediction and biomarker research, neuropsychiatry, psychopharmacology, neuroimaging, psychosocial research, economic evaluation, ethics, psychiatric epidemiology, and mental health service delivery.

www.medicine.unimelb.edu.au/school-structure/psychiatry

5.3 MELBOURNE MEDICAL SCHOOL

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With thirteen clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, Critical Care, General Practice, Medical Education, Infectious Diseases, Medicine, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Radiology, Rural Health and Surgery) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$95 million, the School's research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the

clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

www.medicine.unimelb.edu.au

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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.

www.mdhs.unimelb.edu.au/

5.5 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>.

5.6 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.

5.7 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 <http://www.unimelb.edu.au/governance>