

## Position Description

### Let's CHAT Dementia Research Officer (Research only position)

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**Position No:**

**Department:** John Richards Centre for Rural Ageing Research

**School:** La Trobe Rural Health School

**Campus/Location:** Mildura

**Employment Type:** 0.4 EFT - 12 month contract

**Position Supervisor:** Professor Irene Blackberry  
**Number:** 50020303

**Other Benefits:** <http://www.latrobe.edu.au/jobs/working/benefits>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe Rural Health School – <https://www.latrobe.edu.au/rural-health-school>

John Richards Centre for Rural Ageing Research – <https://www.latrobe.edu.au/jrc>

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**For enquiries only contact:**

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## Position Description

### Level A - Research Officer

A Level A research only academic is expected to contribute towards the research effort of the institution and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

### Position Context

In consultation with older people in rural communities and other stakeholders, the John Richards Centre for Rural Ageing Research (JRC) is undertaking a program of research into rural ageing and aged care that improves well-being through:

- Informing innovative rural ageing policy;
- Exploring innovative models of service provision for older people in rural communities that enhance their capacity to be resilient and self-determining;
- Developing and testing effective rural workforce planning strategies; and informing education.

JRC research programs are interdisciplinary and encompass research on health services, healthy ageing, age-friendly communities, workforce and diversity in rural communities.

This part-time position will contribute as a key team member of the Let's CHAT (Community Health Approaches To) Dementia Project. The Let's CHAT Dementia project is a National Health and Medical Research Council funded project which aims to improve the diagnosis and support of older Aboriginal and Torres Strait Islander people who have dementia; and their carers/families/communities. This is a varied and busy position, based at La Trobe Rural Health School in Mildura and working in collaboration with investigators, research staff and the local Aboriginal Community Controlled Health agency.

As Let's CHAT Research Officer, you will make a major contribution to the day-to-day conduct of the project in Mildura including liaising with key stakeholders and collecting data. To be successful in this role you will have a dynamic, collaborative approach to research, be prepared to complete a wide range of project tasks and be able to demonstrate initiative and effective problem solving abilities.

The Let's CHAT Dementia Project is a multi-institutions partnership led by Associate Professor Dina LoGiudice of the University of Melbourne. The project is being conducted across Victoria, Western Australia, Queensland and South Australia. The Let's CHAT Research Officer will be working closely with other Let's CHAT team under direction of the Let's CHAT Dementia Project Manager. The Research Officer will be supported locally by Dr Sean MacDermott from La Trobe Rural Health School in Mildura and will be supervised by Professor Irene Blackberry who is an Associate Investigator of the Let's CHAT project.

### Key Responsibilities:

Project tasks across a range of areas include: project administration, fielding phone calls/enquiries, arranging and making site visits, participant recruitment and consent, data collection – including conducting audits and conducting health assessment interviews with project participants, data entry, data cleaning and summarising, arranging and running meetings/workshops and records of these, development and production of project documents/promotional materials/resources.

### RESEARCH AND RESEARCH TRAINING

- ▶ Participate in research independently and as a collaborative member of the Let's CHAT Dementia research team

- ▶ Undertake routine and one-off tasks as required to set-up, implement and complete the Let's CHAT Dementia project – following project protocols and ensuring ethical research practice.
- ▶ Complete recruitment and consent activities with potential research participants.
- ▶ Complete health assessment interviews with research participants
- ▶ Complete data collection and maintain data integrity using specialised programs for data collection (REDCap) and data analysis programs such as SPSS

#### LEADERSHIP AND SERVICE

- ▶ Actively participate in project meetings and with guidance, contribute to planning activities or committee work to support project completion.
- ▶ Ensure effective training and support of staff within co-researching agencies and other research support staff where required
- ▶ Develop and maintain strong links with the local co-researching Aboriginal Community Controlled Health Organisation on the project, Aboriginal organisations and community groups, and relevant service providers to ensure they are actively involved in the research process.
- ▶ Participate in community and professional activities related to the project
- ▶ Other duties as required

#### **Duties at this level may include:**

- Conduct high quality research activities under limited supervision, as part of a team.
- Develop research related material with appropriate guidance from more senior staff.
- Participate in professional activities including presentations at conferences and seminars in field of expertise.
- Attendance at meetings associated with research or the work of the John Richards Centre.
- Acquire and interpret research data and results. Run analyses and tests using specified and agreed techniques and models. Contribute to the development of techniques, models and methods.
- Contribute to and uphold a robust and ambitious research culture.
- Undertake administrative functions connected with the area of research.
- Support the development of other relevant research under direction of JRC Director.

#### **Key Selection Criteria**

- Completion of a Bachelor's degree in a health or community service discipline, and evidence of participation in higher level study relevant to discipline or professional area.
- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement
- Demonstrated ability to apply research methodologies and project skills, ideally in a primary health, Aboriginal health or aged care setting.
- Demonstrated ability to work independently, show initiative and work productively as part of a team, ideally in a primary health, Aboriginal health or aged care research setting.
- Demonstrated ability to explain research in practice settings and through public forums
- Demonstrated attention to detail, assessment, observation and documentation (including report writing) skills.

- Demonstrated capacity to work collaboratively to engage colleagues and/or research participants.
- Experience in consulting with key stakeholders and field representatives using a variety of techniques including surveys, individual interviews and consultation forums or focus groups
- Ability to complete relevant project documentation
- Demonstrated capacity to contribute to report writing and preparation, including use of IT modes of delivery as appropriate
- Demonstrated high level computer skills in data collection, data management, current software systems (eg: Office, Endnote) and social media platforms.
- Able to travel to Melbourne for training and to collect data or meet with key stakeholders as required by the project.

#### Other relevant information:

- As this role involves working with vulnerable people, you will be required to complete a police check and working with children check.
- Experience in a clinical setting, primary care, Aboriginal Health or aged care.
- Demonstrated knowledge of Aboriginal culture, and ability to engage with the Aboriginal community.

#### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

#### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:                      Date: