

# Position Description

## Research Assistant



### Details

Area	Faculty of Health
Team / School	School of Medicine/Institute for Mental and Physical Health and Clinical Translation
Employment	Fixed-Term (12 months) Full-time
Location	Health, Education and Research Building (HERB), Geelong, Victoria
Classification	Research Assistant Grade 1
Manager Title	Theme Lead Mental Health and Neurosciences

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

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[Benefits of working at Deakin](#)

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### Overview

The Research Assistant will support the Theme Lead of Mental Health and Neurosciences in expanding and enhancing the HeSANDA Mental Health Node (see below). The incumbent will contribute to the addition of trials and metadata enhancement, outreach activities to mental health researchers, and the development of a Standard Operating Procedure (SOP) for data sovereignty and sharing data involving Indigenous individuals. Additionally, the Research Assistant will assist in data sharing infrastructure. Other responsibilities include conducting interviews and surveys, qualitative and quantitative data analysis, and engaging with Indigenous communities and researchers for the development of the SOP.

The Research Assistant will conduct various activities to support the Theme Lead of Mental Health and Neurosciences, including the addition of trials and metadata enhancement and outreach activities to mental health researchers, and assisting with psychosis research.

The HeSANDA initiative will deliver the infrastructure to enable the creation of a national health data asset that supports the sharing and reuse of health research data. The HeSANDA Mental Health Node is one of nine 'nodes' supported nationally by the Australian Research Data Commons. The Mental Health node will work in close collaboration with the Secure Health Data and Biosample platform (SHeBa), a state of the art platform for discovering, combining, accessing and analysing data and biosamples collected by health services, research groups and other custodians. The HeSANDA Mental Health node and SHeBa aim to accelerate research to improve the health and wellbeing of people in Australia and internationally by enabling clinicians and researchers to find, request, and work with de-identified health data and biosamples on a single, secure platform. This will enable secondary use of data to maximise the outputs and impact of already collected mental health data.

The Mental Health node is based at Deakin's School of Medicine. Deakin's School of Medicine is recognised in Australia and internationally for its teaching, training, research and service to its communities. The Research Assistant will be working as part of the Institute for Mental and Physical Health and Clinical Translation (IMPACT).

### Responsibilities

- Conduct interviews and surveys with data custodians, mental health researchers, and other stakeholders.
- Liaise with clinical trial researchers to expand the available metadata.
- Collect and analyse qualitative and quantitative data, including questionnaires and interview transcripts.
- Support the development of the interface between the SHeBa and HeSANDA initiatives.
- Liaise with mental health researchers, relevant departments in Mental Health, staff from multi-disciplinary teams, consumer groups, external facilities/community agencies, and general practitioners about data sharing and the HeSANDA initiative.
- Engage with Indigenous communities and researchers for the development of the SOP.
- Monitor and reporting of adverse events and other major reporting requirements.
- Assist the research team with preparation, review, and maintenance of study documentation, including but not limited to, ethical and other governance and regulatory documentation; study protocols; standard operating procedures and training manuals; and any other relevant documentation.

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- Maintain strict standards of confidentiality and conforming to GCP guidelines and National Health and Medical Research National Statement on Ethic Conduct in Research Involving Humans standards in all activities.
- Participate in Quality Assurance procedures related to the project and service.
- Assist in the development and implementation of outreach activities to mental health researchers.
- Contribute to the development and enhancement of the Health Data Australia catalogue and metadata.
- This is a multi-faceted role and there is scope to also include other administrative duties.
- Remain up to date with current literature and methods relevant to the area of responsibilities.
- Attend meetings associated with the research project(s) regarding data sharing, outreach activities, and SOP development, such as Institute / School meetings or with funding partners.
- Ensure effective communication and liaison with other staff within the Centre, Department, Hospital, and other collaborating groups, including Indigenous communities and researchers, AEPCC, and MAGNET researchers.
- Attend appropriate staff development courses as the need arises and participate in the University's Performance Planning and Review Program.
- Support Deakin community engagement plan

### **Relationships**

- Internal relationships: The wider Institute for Mental and Physical Health and Clinical Translation (IMPACT) School of Medicine/Faculty of Health, Deakin Research
- External relationships: Professional bodies, Regulatory bodies (Human Research Ethics Committee, Funding bodies (NHMRC, philanthropic and industry funding partners), Barwon Health

### **Selection**

#### *Qualifications and experience*

- An honours degree in a Psychology, Neuroscience, Biomedicine, Nursing, Nutrition, dietetics or other health-related discipline.
- Excellent writing and communication skills
- Excellent interpersonal skills and a proven ability to establish good working relationships with colleagues and excellent oral, written communication and presentation skills.
- Demonstrated skills in the coordination of data collection, database creation, data entry and analysis using Microsoft Office, statistical programs.
- Demonstrated sensitivity and respect for research project participants
- Demonstrated organisational skills including the demonstrated ability to maintain a high standard of data record keeping and an ability to meet competing deadlines.

#### *DESIRABLE*

- Experience working with a clinical population, especially mental disorders
- Familiarity with research databases (e.g., REDCap)

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### Capabilities

1. **Digital Literacy:** Interprets and distils information; produces clear communications through a variety of digital platforms
2. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
3. **Emotional Intelligence:** Recognises emotions in self and others; uses emotional cues to guide thinking and behaviour
4. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
5. **Communicating with Influence: Engages and energises others through clear and persuasive communication**
6. **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions

### Special Requirements

- Infrequent travel may be required (e.g., regular travel within Victoria, not including between campuses)
- Working with Children Check (refer to Recruitment Procedure)
- National Police Record Check (refer to Recruitment Procedure)
- Comply with occupational health and safety policies and procedures as developed by Deakin University and Barwon Health in accordance with current legislation.
- Ensure safe practices and report any incidents / accidents or potential.

### Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.