

# Position Description

## Research Assistant

<b>Classification:</b>	Admin Officer Grade 3
<b>Business unit/department:</b>	Infant Child and Youth Mental Health Service (ICYMHS), Mental Health Division (MHD)
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> On site
<b>Agreement:</b>	Victorian Public Mental Health Service Enterprise Agreement 2025-2028
<b>Employment type:</b>	Full-Time or Part-Time
<b>Hours per week:</b>	22.8 - 38 On site
<b>Reports to:</b>	Divisional Manager ICYMHS
<b>Date:</b>	June 2026

### Position purpose

The Research Assistant position role provides practical research support across the Infant, Child and Youth Mental Health Service (ICYMHS). Working under the direction of the supervising clinician – the researcher supports active research projects, through quantitative and qualitative data collection (including structured interviews and focus groups); data entry, cleaning and management; administration of standardized research measures; basic to intermediate statistical and qualitative analysis; literature searching and preparation of materials for reports, publications and presentations.

The position sits across ICYMHS bed based and community based programs.

A core function of the role is to support the service in evaluating program effectiveness and contributing to the evidence base for Infant, Child, Youth and Family mental health care. The position holder will assist with the coordination of ethics submissions, maintain research data bases and filing systems and support the preparation of KPI and evaluation reports.

This role is suited to someone with a strong interest in child, youth and infant mental health research who is looking to develop their research career within a multi-disciplinary clinical setting which includes bed based and community. It is a support role that operates within established research protocols and under regular supervision consistent with the Administration Officer grade 3 classification.

## About the Directorate/Division/Department

The **Mental Health Division** provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

The Mental Health Division incorporates three program areas:

- Adult and Older Mental Health Services
- Infant, Child and Youth Mental Health Services and,
- Mental Health Specialty Services.

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualized treatment and care.

### About ICYMHS

The Child and Youth Mental Health Service (ICYMHS) sits within the Mental Health Division and provides tertiary mental health services to the north-eastern catchment of Melbourne (currently the local government areas of Banyule, Boroondara, Darebin, Nillumbik, Whittlesea, and Yarra). Young people eligible for the service are aged 0-25 years. Lived and Living Experience Workforce is also embedded with the ICYMHS Directorate.

Austin Health ICYMHS have two inpatient units (a child and an adolescent one), a Child and Family Centre and a Youth Prevention and Recovery Centre (YPARC), along with a range of community teams.

The child and youth community teams work alongside specialist outreach teams, an ICYMHS Crisis Assessment & Treatment Service (YCATS) and a triage team.

The work is supported by specialist roles: - Infant and Child Specialists, Carer and Consumer Consultants, Alcohol & Other Drug Specialists, Aboriginal Mental Health Liaison Officers, a group program coordinator and an Autism Spectrum Disorder Assessment Program.

## Position responsibilities

### Research data support

- Collect, enter, clean and manage research data in a timely and accurate manner, following established study protocols and under the direction of the supervising researchers.
- Administer standardised research measures and structured assessments with research participants as directed, ensuring adherence to approved protocols.
- Conduct structured interviews and assist in facilitating focus groups with consumers, carers and staff under the supervision of lead researchers including audio recording note taking and transcription.
- Maintain research data bases (including Redcap), electronic filing systems and project documentation to a high standard of accuracy and organisation.
- Be proactive in identifying and implementing efficient systems for data management storage and retrieval



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## Analysis and Reporting Support

- Undertake basic to intermediate statistical analyses (e.g. descriptive statistics and common inferential tests) using software's such as SPSS or R under the direction of the supervising researchers.
- Support qualitative data analysis including transcriptions, coding and thematic analysis of interviews and focus groups data under the direction of the supervising researcher.
- Prepare data summaries, tables and figures for inclusion in reports, publications and presentations.
- Assist in preparing KPI evaluation and outcome reports for the Mental Health Division and research funding bodies.
- Provide practical support and guidance to colleagues on data entry procedures, data base use and standard analytical processes.

## Research Co-ordination and administration

- Assist with the preparation of submission of ethic applications and amendments to relevant Human Research Ethics Committees. (HRECS)
- Support the preparation of materials for research meetings, seminars, publications and conference presentations (e.g. literature searches, reference management formatting and data compilation).
- Attend and contribute to research meetings with internal teams and external research partners as required.
- Support quality improvement and clinical audit activities as they relate to research data.
- Understand and maintain ethical research practices including participant confidentiality, consent and data security.

## Professional Development and Conduct

- Actively participate in operational and professional supervision, and performance and review processes.
- Seek out and attend relevant professional development and training to maintain up to date knowledge of research methods and best practice in mental Health.
- Maintain a high level of respect for and protect the privacy and confidentiality of all information during the role acting in accordance with Austin Health policies, procedures and relevant legislation.
- Undertake other duties as directed appropriate to the classification level experience and training of the position holder and necessary for the efficient functioning of the team and service.

## Selection criteria

### Essential skills and experience:

- Completion of a Bachelor's degree with Honors (or equivalent post graduate research training) in psychology, behavioural sciences, public health or a related health/science discipline.
- Demonstrated understanding of quantitative research methods, including research design data collection and data management procedures.
- Competence in the use of statistical software (e.g. SPSS, R) for data entry cleaning and basic



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to intermediate analysis.

- Proficiency in standard technology applications (Microsoft office suite, reference management software internet-based search engine and data bases).
- Well-developed written communication skills include the ability to prepare clear and accurate reports, summaries and correspondence.
- Strong interpersonal and verbal communication skills with the ability to work effectively within the multi-disciplinary team and interact respectfully with research participants and their families.
- Strong organisational and time management skills with a demonstrated ability to prioritize tasks, manage competing demands, work to deadlines and operate both independently and as part of a team.
- Ability to perform a range of administration and support tasks as required by the role.

### Professional qualifications and registration requirements

- Bachelor's degree with Honors (or equivalent post graduate research training) in psychology behaviour science, public health or related health/science discipline
- A current unrestricted Employee Working with Children Check.
- A current unrestricted Victorian driver's license.

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care; we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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