

# Position Description

## Research Assistant

<b>Classification:</b>	Psychologist Grade 3 or Medical Scientist Grade 3
<b>Business unit/department:</b>	Mental Health Division
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
<b>Employment type:</b>	Fixed-Term Part-Time
<b>Hours per week:</b>	5 hours per week - fixed term for one year
<b>Reports to:</b>	Director of Mental Health Psychology
<b>Direct reports:</b>	NA
<b>Financial management:</b>	Budget: NA
<b>Date:</b>	21/03/2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

The role of Research Assistant will be work alongside the Director of Mental Health Psychology, to support the process of evaluation of two current projects. These include: (1) The Mental Health Risk Assessment paper form, and (2) Mental Health Defusing Program evaluation.

### About the Mental Health Division

Austin Health's 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 in the MH Division are located across Austin Health and in the community.

The Mental Health Division incorporates three program areas:

- **Adult & Older Adult 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 individualised treatment and care.

## Position responsibilities

We are looking for a researcher, with a good understanding of psychological and implementation research who:

- Has the ability to make independent and original contributions to research and a demonstrated record of published work,
- With experience in the design, conduct and analysis,
- Familiarity with advanced statistical analyses, and
- A proven capacity to write clearly and accurately to the highest professional standards while managing and prioritizing a large throughput of large, complex documentation.

### Role Specific:

The Research Assistant will work alongside the Director of Mental Health Psychology, to support the evaluation of two separate projects: (1) Mental Health Risk Assessment, and (2) Mental Health Defusing.

- The Austin Health Mental Health Division reviewed their longstanding risk assessment form in 2022 / 2023, and as a component of a local refresh of risk assessment and suicide prevention. The Mental Health Division wanted to create a risk assessment document that was functional, fit for purpose and supported a range of clinicians to think clinically about risk management with a focus on risk mitigation. The intent was to reflect risk assessment as a tool for thinking broadly and reflectively about risk. A second intent was to assist with the mitigation of identified risks rather than being thought of as a means of removing risk. Given the gaps in the risk assessment literature, clinical judgment was used to determine inclusion into 12 risk domains. This Risk Assessment project already has Austin Health Ethics approval.
- Mental Health Defusing is an initiative that aims to support the ongoing wellbeing of staff within the service. The purpose of the Defusing Program is to provide immediate care and support to staff involved in a critical or occupational violence incident. Austin Health Mental Health Division is keen to evaluation the program that has been implemented.

Working with the Mental Health Director of Psychology, the Research Assistant will:

- Take a lead on the research projects listed above.
- Be involved in overseeing of these selected projects. A self-directed, pro-active and team-minded approach is needed. The Research Assistant will be involved at all stages of projects from ethics applications to data collection, analysis, and findings / recommendations.
- Be responsible for ensuring that the scientific quality of research conducted is of a high standard. The Research Assistant will collaborate with staff where appropriate and provide direct assistance with experimental design / statistics.
- Report compilation and contribution to progress reports.
- Contribute to academic papers. The Research Assistant will disseminate results in the form of conference presentations, academic publications, electronic media and in-house journal / newsletter production. Be involved in publications in leading general and field-specific journals and support the Director in key publications, including authorship in selected publications.
- Be proficient with the RedCap platform.



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## Selection criteria

### Essential Qualifications:

- Research Assistant to have minimum Honours Degree in behavioural or social sciences or a related discipline, or where relevant appropriate work-related experience.
- Clinical Psychologist to have a postgraduate Degree in Clinical Psychology from an accredited course (Master or Doctoral level). A senior clinician with a minimum of 5 years' experience. Current Registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a specialist endorsement (Clinical Psychology) with the Psychology Board of Australia.

### Essential Knowledge and Skills:

- Professional psychological science background and extensive experience.
- Proficiency in the use of standard application software such as the Microsoft Office suite.
- Proficiency using REDCap and statistical analysis and management software such as SPSS. Experience conducting surveys involving qualitative and quantitative data.
- Demonstrated understanding of the conduct of research including the collection, collation, and management of human research data, and an awareness of the principles underpinning Good Clinical Practice (GCP).
- Excellent experimental design and statistical analysis skills.
- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement.
- Record of peer-reviewed publication and grant application / reporting.
- Experience in liaising and collaborating with other agencies.
- Organizational skills and team management experience.
- Ability to follow complex protocols with attention to detail.
- Ability to prioritise workloads and meet deadlines, with the ability to simultaneously work on multiple tasks independently.
- Independent worker able to work in a busy team environment.
- Flexibility and readiness to multi-task.
- Interpersonal skills, particularly in all forms of communication.

## 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 organizational 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 and the Psychology Code of Conduct, as well as all other policies and procedures (as amended from time to time).



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- 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 immunization screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

## 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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