

ROLE DESCRIPTION

Role Title:	Research Assistant
Role reports to:	Manager, Research and Evaluation
Role Created/Reviewed Date:	August 2020
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ORGANISATION

Overview

Emerging Minds is dedicated to advancing the mental health and emotional wellbeing of infants, children, adolescents and their families in Australia. Emerging Minds develops mental health policy, services, interventions, training, programs and resources in response to the needs of professionals, children and their families. Emerging Minds partners with family members and national and international organisations to implement evidence based practice into the Australian context.

Emerging Minds is the auspicing body for The National Workforce Centre for Child Mental Health funded by the Australian Government. Emerging Minds as the lead organisation has partnered with the Australian Institute of Family Studies, the Parenting Research Centre, the Australian National University and the Royal Australian College of General Practitioners in the establishment and delivery of this initiative.

Emerging Minds strives to build and nurture a culture where inclusiveness is a reflex, not an initiative. Different ideas, perspectives and backgrounds create a stronger and more creative work environment.

Emerging Minds:

- develops innovative information and workforce development resources for clinical and non-clinical professionals to improve the mental health of infants and children;
- supports the development of knowledge, skills and practice for professionals working with children who would benefit from early intervention, including those who experience trauma; and
- supports the development of knowledge, skills and practice for professionals working with the parents and guardians of these children, with a view to assisting parents and guardians to care effectively for their children.

ROLE CONTEXT

Primary Objective(s) of Role

Reporting to the Manager, Research and Evaluation, the Research Assistant will work independently and part of a small team to evaluate the process and impact of the Workforce Development initiatives at Emerging Minds, by utilising quantitative and qualitative research methods and evaluation tools. The incumbent will also contribute to Commonwealth reporting requirements and presentations to the National Workforce Centre for quality assurance purposes.

Direct Reports

Nil

Key Relationships/Interactions

Internal

- Reports to the Manager, Research and Evaluation
- EM Evaluation Team
- All staff of Emerging Minds

External

- Evaluation Team including Parenting Research Centre and Australian Institute of Family Studies
- Other project stakeholders (including people with lived experience and family members).
- Workforce practitioners engaging with the NWC

Challenges Associated with Role

Major challenges currently associated with the role include:

- Managing workload and conflicting priorities to ensure outcomes are achieved.
- Maintaining the integrity of records and information management systems.
- Supporting implementation of data management documents and processes.
- Ensuring the confidentiality, political and commercial sensitivity of information collected and developed by Emerging Minds.

Delegations

- Nil

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to the organisation's values and strategic directions.

General Requirements

Managers and staff are required to work in accordance with including but not limited to: *Work Health and Safety* legislation when relevant WHS Defined Officers must meet due diligence requirements.

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act
- Relevant Awards, Enterprise Agreements
- Duty to maintain confidentiality
- Smoke Free Workplace
- Code of Conduct
- Emerging Minds' Policies and Procedures

Special Conditions

- An Australian citizen or resident with the right to work in Australia
- Satisfactory Criminal History Check(s). Background Screening and National Criminal History checks must be undertaken every 3 years.
- Some out of hours work may be required.
- May be required to travel Intrastate/Interstate which may necessitate overnight absences.
- Out of hours work including intra and interstate travel. Overnight absences may be required on a regular basis. The employee must be willing to fly (subject to COVID-19 restriction being lifted).
- The appointment is subject to the provision of a current National Police Certificate and Child Related Employment Screening.
- Provision of a current National Police Certificate, to be renewed every three years thereafter from the date of issue.
- A Child Safe Environment Certificate must be maintained in accordance with the Emerging Minds policy.
- A minimum current Victorian 'Class C' (or interstate equivalent) drivers' license is essential. The employee must be willing to drive throughout the course of their duties.
- This position is subject to a 6 - month probationary period.

KEY RESULT AREA AND RESPONSIBILITIES

Key Result Areas	Major Responsibilities
Undertake research activities to assist in the evaluation of the National Workforce Centre for Children Mental Health	<ul style="list-style-type: none"> • Contribute to the preparation and monitoring of research and evaluation work plans and meetings • Contribute to the collection and analysis of research and evaluation data • Prepare and draft sections of evaluation and performance reports • Undertake discreet research and evaluation projects
Preparation of reports and publications for internal and external stakeholders	<ul style="list-style-type: none"> • Prepare and monitor the implementation of a publication plan for Emerging Minds research and evaluation publications • Prepare research and evaluation report summaries and visual communications for use in internal and external reports and publications
Provide responsive research support for members of the Emerging Minds team	<ul style="list-style-type: none"> • Undertake literature searches and reviews • Support the maintenance and improvement of software systems and databases including Endnote • Assist with internal training and development activities that strengthen the capacity of Emerging Minds team to undertake research and evaluation activities



KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL MINIMUM REQUIREMENTS	
Demonstrated research and evaluation skills	<ul style="list-style-type: none"> • Experience in research, evaluation methods or data collection • Strong conceptual and analytical skills • The ability to synthesise academic texts • The ability to discern and summarise key information for inclusion in reports
Strong communication skills	<ul style="list-style-type: none"> • Advanced writing skills and demonstrated experience producing plain-English reports conveying quantitative and qualitative data for diverse audiences • Clear and concise verbal communication skills for diverse audience • Strong visual communication skills, including ability to graphically articulate complex messages and data simply, would be an advantage
Knowledge	<ul style="list-style-type: none"> • Demonstrated understanding of the intergenerational impact of colonisation and trauma, in particular, on Aboriginal and Torres Strait Islander peoples social and emotional wellbeing.
Proficient data skills	<ul style="list-style-type: none"> • Data collection and management skills • Data coding and analysis skills with either quantitative or qualitative data, but an ability to work with both • Proficiency in utilising computer programs for data analysis (Microsoft Excel, SPSS or NVIVO would be an advantage)
Personal Abilities Aptitude and Skills	<ul style="list-style-type: none"> • Commitment to NWC purpose and Emerging Minds' values • Proven interpersonal skills with a demonstrated ability for building and maintaining relationships with colleagues and stakeholders • Demonstrated organisational and time management skills including ability to manage concurrent tasks effectively • An ability to work under pressure and meet project requirements and deadlines • A sense of shared responsibility for projects and teamwork
DESIRABLE CHARACTERISTICS	
Educational Vocational Qualifications	<ul style="list-style-type: none"> • Any relevant qualifications in Health/Social Sciences including research / evaluation would be considered highly desirable. • Working towards or nearing completion of relevant qualifications in Health/Social Sciences including research/evaluation would be an advantage.
Experience	<ul style="list-style-type: none"> • Experience in undertaking social or workforce development research and evaluation • Previous demonstration of qualitative or quantitative analyses and write-up • Experience or interest in one or more areas of social policy, such as child mental health, Indigenous issues, child adversity, family violence, mental health and well-being, would be an advantage.

APPROVALS

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

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Signature:

Date:

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ROLE ACCEPTANCE

Incumbent Acceptance

I have read and understand the responsibilities associated with the role and organisational context as described within this document.

Name:

Date:

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Signature:

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