

# Research Fellow

Centre of Learning and Research in Palliative Care

Greenwich Hospital

INFORMATION PACK

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## 1. Selection Criteria

**Please briefly address each criterion individually in a cover letter** – bullet points or short paragraphs are OK

1. Commitment to engage and align with HammondCare's Christian Mission, Motivation and Mission in Action
2. Have a passion for research which can improve palliative and supportive care
3. Completed or about to submit a PhD in a relevant health-related or social science discipline
4. Experience in mixed methods health services research in relevant field
5. Track record of publication in peer-reviewed journals
6. Skills in quantitative and/or qualitative research methods (ideally both)
7. Knowledge and experience of systematic reviews desirable
8. Excellent written and verbal communication skills
9. Sound understanding of ethical issues and competence in writing ethics applications
10. Able to prioritise work flow and meet short funding application deadlines when necessary
11. Strong administrative and computer skills, including high level proficiency in the Microsoft suite of Office products and reference management and other research relevant software (e.g. SPSS (or similar) and/or NVivo).
12. Ability to work independently and as part of a team
13. Experience in grant writing an advantage.
14. Experience in research project management an advantage
15. Clinical background in a relevant field desirable
16. Willingness to travel to other HammondCare or external sites to engage with stakeholders from time to time as needed.

**Additional Information to be provided with Application** (information treated in the strictest confidence)

1. Do you have any medical condition/illness, which would prevent or hinder you from performing the work you have applied for? If **"YES"**, please give details (including dates).
2. Were you born in Australia? If **"NO"**, please give details of your citizenship, permanent residency or working visa (include copy of relevant documentation).
3. HammondCare recommends that workers continue to be made aware of the recommendations with regards to immunisation against Hepatitis B and Influenza as advised by the Department of Health. Although not compulsory, it is recommended that all workers know their vaccination and immunity (serology) status.

## How to Apply

Please use the "Apply Now" links on the Career platforms including a resume and a covering letter addressing the above selection criteria.

**Attention:** Research Fellow – Greenwich Hospital

## 2. Context and Scope

HammondCare is an independent Christian charity that exists to improve quality of life for people in need. We specialise in aged and dementia care, palliative care, rehabilitation, mental health services for older people, and other related health and aged care services. HammondCare seeks to embed evidence based best practice in its services and we provide these services through home care, sub-acute hospitals and residential aged care.

Bringing these health, hospital and aged care services together, HammondCare has been able to develop innovative, flexible care models designed to serve people with complex health or aged care needs, regardless of their circumstances.

HammondCare works to provide its staff with support, career development opportunities, education, responsibility and recognition, work/life balance, and satisfying roles.

The role of **Research Fellow, Centre for Learning & Research in Palliative Care** works within the Mission and Mission in Action of HammondCare to support and develop research within the organisation that is focused on palliative and supportive care. Working with HammondCare's Professor Josephine Clayton, Director of the Centre for Learning & Research in Palliative, the *Research Fellow* provides high level support for research in palliative and supportive care, including: identification of funding opportunities and assistance in writing applications for research funding; project management; research governance; data analysis; and publication of research findings. This role offers a post-doctoral researcher an excellent opportunity to develop their own research skills, experience and track record within the themes of palliative and supportive care.

### Key Focus Areas:

- Work on new and existing projects in the field of palliative and supportive care.
- Provision of high level research academic support to HammondCare's Director of the Centre for Learning & Research in Palliative Care and other senior academic(s) in the Centre for Learning & Research in Palliative Care including Professor Melanie Lovell.
- Identification of funding opportunities, grant writing, protocol development, data analysis, project management, and publication.

### Key Responsibilities

- Provide research academic support to HammondCare's Professor Josephine Clayton, Director of the Centre for Learning & Research Centre in Palliative Care and other senior academic(s) in the Centre for Learning & Research in Palliative Care including Professor Melanie Lovell.
- Assist in developing HammondCare's palliative care research strategy
- Build research collaborations, both within HammondCare and with external research partners
- Identify and pursue funding opportunities, as appropriate
- Assist in developing research protocols
- Assist in the writing of grant applications
- Assist in the writing of ethics applications
- Assist in research project management, as required
- Assist in data analysis, report generation and the writing of academic publications
- Disseminate research findings through seminars, workshops and conferences, as required
- Be available to support and guide other researchers, especially junior researchers, across HammondCare, to help develop HammondCare's internal palliative and supportive care research capacity.
- Contribute to and coordinate palliative care research meetings.
- Contribute to newsletters about the HammondCare's palliative care research.
- Work effectively with HammondCare's Research Governance Officer to ensure compliance with internal and external research policies and guidelines in the area of palliative care research where required.
- Uses initiative and skills / knowledge to propose / develop research projects in the areas of palliative and supportive care
- Pursues relevant funding opportunities and participates in grant writing to develop research projects in the areas of palliative and supportive care

- Manages research projects within these areas as required.
- Provide support and supervision for research students if required

## Capabilities for the Role – Work Stream B

Capability	Description	Behavioural Indicators Work Stream A
<b>Mission in Action – Live the Mission</b>	Align with HammondCare culture and values, and shape the culture by demonstrating the Mission in action – Serving Others and Working Together.	Demonstrates a strong understanding of the HC Mission, Motivation and Mission in Action and ensures that judgements, decisions and actions are aligned.
<b>Providing Leadership</b>	Lead self and others by seeking feedback and taking responsibility for personal and professional development. Empower others to develop the 6 capabilities to meet HammondCare's future directions.	Serves as a role model that other people want to follow. Commits to continuous development. Motivates oneself. Facilitates the improved performance of others by providing advice and guidance.
<b>Working Effectively with Others</b>	Serve people with passion, working together to focus on the needs of those we serve. Being deliberate about communication to engage others and achieve outcomes. Proactively partner and collaborate across teams and portfolios. Demonstrate self-awareness and motivation, and help others develop greater self-awareness.	Ensures the primary focus is on the needs of the people we serve. Seeks to see things from their point of view. Relates well, acts professionally and actively participates as a member of a team (includes everyone you work with and serve) and contributes to improving quality of life for those you serve. Has self-awareness; is open to feedback and seeks to understand how your actions and behaviours impact on others.
<b>Delivering Results</b>	Perform the requirements of the role well and ensure role expectations and objectives are met. Solve problems effectively, ensuring that issues are fully understood. Manage performance and evaluate outcomes.	Achieves day-to-day responsibilities and meets expectations. Recognises the activities needed to get things done. Completes role responsibilities without close supervision. Uses skills and knowledge to make effective decisions ensuring that issues are fully understood; options explored and others are consulted.
<b>Demonstrates Excellence in Work</b>	Follow HammondCare's mission and apply evidence based practice to the way you work.	Uses knowledge and skills to perform your role at the standard HC expects and follows through on tasks to completion. Implements HC policies and procedures relevant to your role. Actively seeks improved work methods. Safeguards and maintains the organisations financial, physical and intellectual assets within scope of role.
<b>Adapting Approaches</b>	Adapt to changing circumstances and perform role effectively in an environment of ambiguity and complexity. Embrace innovation by recognising situations or conditions where change is needed and influence others to improve.	Re-prioritises work to meet changing needs. Proactively asks questions to clarify issues where there is uncertainty. Is flexible and open to change. Identify opportunities to improve the way you work.



# OUR MISSION

Our passion is improving quality of life for people in need

## OUR MOTIVATION

The work of HammondCare is motivated by the Christian principles and values expressed in the words and deeds of Jesus Christ. HammondCare believes in the value of all people as made in the image of God and as loved by God. We are therefore called to show the same love, with compassion and respect, for people in need.

## OUR MISSION IN ACTION

We serve people with complex health or aged care needs, regardless of their circumstances.

### HOW WE SERVE OTHERS

**Listening and relating** We listen to people and seek to understand their needs.

**Enabling choice** With creativity and wisdom, we enable people to choose and to engage in life through activities they enjoy, find satisfying and from which they derive dignity and self-respect.

**Tailoring care** We believe that providing excellent and responsive clinical care flows from knowing and understanding the person.

**Belonging** We believe that feeling safe is crucial for people's well-being. We recognise the value of feeling in control and 'at home'.

**Partnering with family and friends** We actively encourage family and friends to be our partners in care.

**Engaging with community** We encourage people to be involved in their community and we will connect with the communities in which we serve.

**Equity and access** We seek to serve the disadvantaged and those unable to care for themselves.

**Nurturing the whole person** Our Christian motivation means that we nurture the spiritual well-being of people, as well as meeting their physical and emotional needs.

### HOW WE WORK TOGETHER

**Serving with passion** We only want staff and volunteers who enjoy serving others and demonstrate this in their behaviour and attitude.

**Learning and developing** We build the knowledge and skills necessary to do our jobs well and develop satisfying careers. We all use what we learn.

**Being creative and innovative** We seek to research, develop and improve care and services. We encourage creativity and innovation.

**Communicating well** We communicate honestly, openly and in a timely manner.

**Respecting confidentiality** We protect the privacy and confidentiality of those we serve and with whom we work.

**Being wise with resources** We will manage resources effectively and sustainably.

**Managing risks for better care** We manage risks in an intelligent and measured way rather than seeking to eliminate them.

**Valuing teamwork and sharing responsibility** We respect and value each other, our different roles, and the diversity of team members. All staff members share responsibility for our services and work together to reach common goals.

As an independent Christian charity, HammondCare champions life.