



Senior Research Assistant

Position Description

About the role

The Senior Research Assistant is expected to carry out independent and/or team research within the relevant field and carry out activities which engage both clinical and research expertise.

About Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes.

The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

If you are looking for a career where you can make a difference, work collaboratively with committed and passionate people and have real opportunities for professional development, we encourage you to join our team.

Why we exist

The Summer Foundation exists to permanently stop young people with disability from being forced into residential aged care, ensuring people with disability have access to the support required to be in control of where, how and with whom they live.

How will we know we've succeeded

This problem can be solved, we are doing legacy work, and we are well on track to achieving what we set out to do. In 5 years we expect the Summer Foundation will have achieved its purpose. We will regard this as '*job done*' when the systems, policy settings and markets consistently enable people with disability to live where, how and with whom they choose; experiencing choice and control equal to people without disability.

Our workplace

We have staff working all across Australia, however our head office is located in Box Hill, Victoria. To meet some of our staff and watch a short clip about our organisation, please go to:

<https://www.summerfoundation.org.au/about-us/who-we-are/>

The Summer Foundation has flexible and supportive work practices. We encourage and welcome people with lived experience of disability to apply.

Role details

Position	Senior Research Assistant
Team	Research Team
Direct reports	None
Reports to	Senior Research Fellow / Research Fellow / Senior Research Project Manager
SCHADS Award Level	Level 4 \$81,463 - 87,654 for 1.0 FTE + Superannuation
Status	Ongoing, Part time 0.4 FTE
Location	Preferred location is Melbourne however Sydney, Brisbane, Adelaide and Perth will be considered
Last updated	December 2021

About the team

The Research Team supports the organisation to provide an evidence base to develop new ideas and innovation. Our key role is to carry out research using a range of methodologies to develop the breadth of evidence needed to inform policy and practice around the issue of young people in aged care. Summer Foundation research is underpinned by three key principles: the engagement of end users; impact on policy, practice and systems; and knowledge exchange and collaboration. We have the privilege of developing an evidence base which supports people to find the home that is right for them, which is often a truly life changing experience.

Key responsibilities

Material preparation/research tools:

- Develop or assist in the development of interview schedules and/or project related documents

Research data collection activities:

- Contact potential participants to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone. Complete consent/research declarations as appropriate.
- Act as resource for study participants by answering questions and explaining related procedures, throughout their time as a participant in the study
- Use clinical judgement to determine participant suitability, appropriate administration of measures and appropriate interview time-frames
- Conduct and record face-to-face and/or telephone interviews with participants, in accordance with predetermined interview protocol, data collection procedures and documentation standards

- Undertake completion of standardised measures with participants and/or close others, ensuring any complex communication or other needs are adequately accommodated
- Monitor for signs of distress and/or fatigue, using clinical judgement to pause, reschedule or discontinue participation
- Review and edit data to ensure completeness and accuracy of information; follow up with participants to resolve problems or clarify data collected

Data handling activities:

- Maintain accurate records of interviews, safeguarding the confidentiality of participants, as necessary
- Liaise with service providers to obtain participant reports, with their consent, as relevant. Redact and supply relevant documents to Project Manager for archiving. Summarise key clinical, behavioural, social and psychological notes and supply to Project Manager for archiving

Dissemination activities:

- Attend project meetings and/or research symposiums, as necessary
- Review and edit the Research Centre's reports, articles and presentations
- Potential to assist with ethics applications and manuscript preparation
- Potential to assist literature searches and reviews

General

- Other duties as requested by Manager
- Attend project meetings and/or research symposiums, as necessary
- Remain flexible to role changes according to relevant skills and experience, changing work environments, work priorities and organisational needs
- Employment subject to COVID19 Vaccination and National Criminal History check or NDIS Workers Screening Check and Working with Children check
- Current driver's licence and own vehicle or equivalent capacity to travel

Qualifications, skills & experience

Qualifications

- University level education (psychology, nursing or health sciences bachelor degree) or equivalent experience (clinical practice)

Essential skills & experience

- Demonstrated experience in clinical care provision and/ or ability to conduct high quality research interviews with people with an acquired brain injury, neurological disease, early onset dementia or other disability
- Excellent communication skills, both written and verbal
- Demonstrated ability to build relationships within the sector
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Capacity to work independently with minimal direction and collaboratively in a team environment
- Adaptable to changing environments

Desirable skills & experience

- Knowledge of the NDIS
- Confident and competent user of Microsoft Office Suite and Google Drive
- Demonstrated ability to contribute to research and research outputs (e.g., ethics applications, project descriptions, literature reviews, peer-reviewed publications)

Core capabilities

Decision Making

- Uses sound judgement to make sound decisions based on information gathered and analysed
- Considers all relevant facts and alternatives before deciding on the most appropriate action
- Commits to decisions

Teamwork

- Interacts with people effectively and is able and willing to share and receive information
- Co-operates within the team and across teams
- Supports team decisions and puts team goals ahead of personal goals

Work Standards

- Sets and maintains high performance standards
- Pays close attention to detail and accuracy and completes tasks
- Shows concern for all aspects of the job and follows up on work outputs

Motivation

- Displays energy and enthusiasm in approaching the job
- Commits to putting in additional effort
- Maintains high level of productivity and self-direction

Reliability

- Takes personal responsibility for job performance
- Completes work in a timely and consistent manner
- Follows through on commitments

Problem Solving

- Analyses problems by gathering and organising all relevant information
- Identifies cause and effect relationships
- Comes up with appropriate solutions

Adaptability

- Adapts to changing work environments, work priorities and organisational needs
- Able to effectively deal with change and diverse people

Planning and Organising

- Plans and organises tasks and work responsibilities to achieve objectives
- Sets priorities
- Schedules activities
- Allocates and uses resources properly

Communication

- Expresses ideas effectively
- Organises and delivers information appropriately
- Listens actively

Integrity

- Shares complete and accurate information
- Maintains confidentiality and meets own commitments
- Adheres to organisational policies and procedures

Summer Foundation Principles

The Summer Foundation's principles include:

working as a team | We understand, respect and support the contributions and experience of our colleagues. We understand how our individual contribution fits, and we feel confident and empowered to make our best contribution. We embrace and value diversity in our workplace.

a healthy approach to communication | We come to discussions prepared and ready to contribute. The how, why and by who of decision making is known and understood. The right people are in the right conversations. Our conversations are healthy, respectful, robust at times and safe.

shared clarity and commitment to purpose | We all have a strong, shared understanding of our 'why'. Our 'Why' is central to our strategy, decision making and actions.

working authentically | Young people living in residential aged care or those at risk are central to our work and we purposefully and professionally incorporate this experience and expertise in our work. We focus closely on the impact of our work, and we strive to always deliver work to the highest standard.

a smart responsible and considered approach | We invest in efficient, continuously improving processes, and prioritise time for learning and reflection. We celebrate our successes and promote having fun at work. We work in a way that respects our environment.

Policies

All staff must comply with the Summer Foundation policies notified to them from time to time. These policies form part of the contract of employment with Summer Foundation and therefore must be read and understood by staff to ensure they are aware of their responsibilities as an employee of Summer Foundation.

Agreement and acceptance

Employee

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Signature

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Print name

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Date

Manager

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Signature

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Print name

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Date