

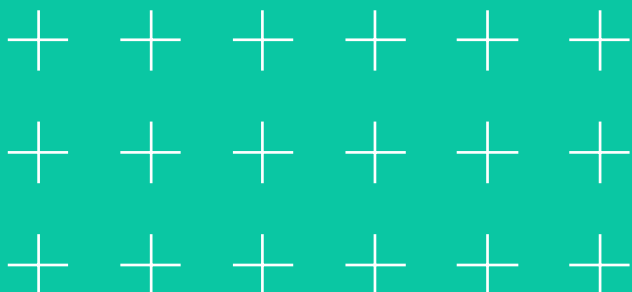


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

Research Assistant

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability

Position Description

Position Title:	Research Assistant
Service:	RMH Mental Health Services
Location:	RMH City & Elizabeth Street
Reports To:	Program Manager Specialist Services
Enterprise Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification:	Grade 4 [YC91 – AK25]
Employment Status:	Part Time Fixed Term
Immunisation Risk Category:	Category A
Date of Review:	September 2026

Position Summary

Royal Melbourne Hospital Mental Health Services provides person-centred, recovery-oriented care, treatment and support through our multi-disciplinary workforce of skilled and dynamic clinicians and Lived and Living experience (LLE) consumer and carer experts. We are dedicated to providing caring and high-quality specialist community and hospital-based mental health services for adults and older adults who are experiencing or are at risk of developing a serious mental illness. We are committed to working with consumers during their recovery by offering trauma informed holistic and evidence-based treatment, which is inclusive of family, carers and kin and provided by staff with well-developed skills. Staff employed within the service are expected to identify evidence-based practice approaches and to use these within their work.

We have a robust future ahead as the lead mental health service for the Victorian Collaborative Centre for Mental Health and Wellbeing Service, and also for the Statewide Trauma Service. These leading programs will drive mental health reform across the sector and will offer a wide range of opportunities for involvement of staff within the RMH MHS. Our partnerships with multiple community and academic organisations support our program and enable a sophisticated learning structure, with a focus on research translation.

The purpose of this role is to assist the Neuropsychiatry with recruitment, assessment and provision of navigations support for participants in The Young Onset Dementia Care Ecosystem and related collaborative studies.

The project's key objective is to recruit participants/patients, conduct assessments, liaise with clinical staff, and research staff such as project manager/coordinator.

The research assistant would have experience in the areas of research consenting and recruitment, databasing, progressive neurological disorders, and can work effectively in a team.

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Preparation of ethics and governance applications (including annual reports)
- Preparation of study protocols
- Recruiting, consenting and assessing study participants
- Liaising with study participants to arrange and facilitate appointments

- Provide a navigation service for participants by linking them with appropriate services
- Good communication and support skills
- Analysis and preparation of reports and documents
- Databasing, data entry and administrative duties (e.g taking minutes) related to the day-to-day running of the study
- Liaising as appropriate to the other members of the research and clinical team
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.

Internal

- Program Manager
- Supervisor
- Research Team Members

External

- External research and clinical collaborators
- Participants

- Formal Qualifications

- Relevant or current study for a tertiary qualification in health, human services, psychology, social work, counselling, community services, aged care, disability, or a related field; or equivalent combination of qualifications and demonstrated experience.
- Qualifications in nursing or allied health are welcomed but are not essential.
- Additional training or professional development in dementia, counselling, mental health, or person-centred care is highly regarded.

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated knowledge and understanding of dementia, including the impact of dementia on individuals, families, and carers. Knowledge of young-onset dementia is desirable.
- Experience providing person-centred support, care navigation, counselling, coaching, case management, or care coordination to people with complex health or psychosocial needs.
- Strong interpersonal and communication skills, with the ability to build trusting relationships and communicate effectively with people experiencing stress, anxiety, grief, or adjustment challenges.
- Ability to provide emotional support, practical guidance, and information while maintaining professional boundaries.
- Excellent organisational, time management, and documentation skills, with the ability to manage a diverse caseload and competing priorities.
- Demonstrated ability to work collaboratively within a multidisciplinary team and establish effective relationships with internal and external stakeholders.
- Motivated with the ability to work independently, exercise sound judgement and seek support when required.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment

- Experience working in dementia care, aged care, community health or mental health, disability or carer support services research.
- Has some knowledge of research methods such as quantitative and qualitative methods.
- Knowledge of dementia support pathways, community services, and relevant government-funded programs.
- Understanding of person-centred care, trauma-informed practice, and strengths-based approaches.
- Experience delivering psychoeducation, supportive counselling, or facilitating support groups.
- Experience in clinical or health services research, quality improvement, or program evaluation.
- Familiarity with research databases (e.g. REDCap or Qualtrics), data collection processes and statistical analyses.
- Knowledge of Good Clinical Practice (GCP) principles or experience working within research or clinical governance frameworks.

Your performance will be measured through your successful:

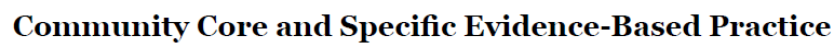
- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____

7/7