

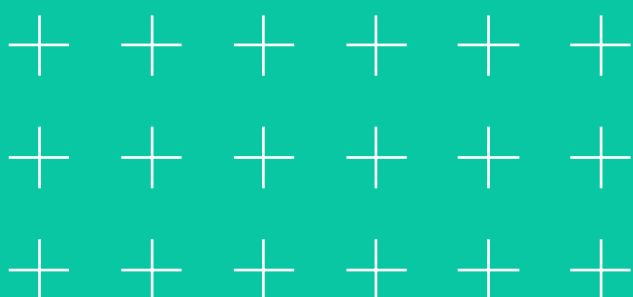


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
every day.**

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

Research Officer

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.

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

- Be instrumental in supporting research and associated activities related to translational research projects aligned with the Victorian Collaborative Centre of Mental Health and Wellbeing .
- Work with both clinical staff and partnering academics to design and implement research that centre lived and living experience in the tertiary mental health and wellbeing sector

- 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 Lived and Living Experience (LLE) and clinical colleagues across all RMH teams.
- Coordinate ethics and governance processes.
- Collect and record participant information and consent procedures ensuring confidentiality is maintained.
- Contribute to data collection, data entry, data checking and analysis.
- Active participation in the communication and dissemination of research where appropriate.
- Continue to learn through mandatory training and other learning activities.
- Administration support for the team
- Contribute to organisation-wide and service/division initiatives and planning activities.
- 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.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Respect that the RMH is a smoke-free environment.

Internal

- Collaborative Centre Best Practice Consortium Lead
- Director of Consumer Lived Experience
- Director of Carer Lived Experience
- RMH MHS workforce
- RMH MHS consumers and their carers, family, kin and supporters.

- University of Melbourne
- Collaborative Centre Best Practice Consortium Partners
- The Collaborative Centre

- Formal Qualifications

- PhD level qualification preferred, or
- Masters by Research, preferably in the fields of social science and health with experience of conducting mixed method research in real life settings

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Demonstrated experience and ability to apply quantitative/qualitative research methodologies suitable for addressing the research question
- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement
- Experience working in research including in participant recruitment, maintaining appropriate study records, and data governance
- Experience in ethics and governance applications and submissions
- Knowledge of and commitment to standards enshrined within the National Statement on Ethical Conduct of Human Research 2023
- Demonstrated ability to lead small to medium sized projects including providing oversight and guidance to project team members, managing project timelines, and ensuring high quality research output.
- Knowledge and experience in the mental health research field including the contributions of the range of disciplines to mental health research and evaluation.
- Experience in systematic literature reviews, ability to critically appraise and synthesise complex information from published literature, and evaluate the applicability of research findings
- Demonstrated experience in the production of high-quality written reports and/or other scientific papers.
- Strong interpersonal skills and the ability to work with a wide range of stakeholders.
- Flexible and responsive to changing priorities
- High level of proficiency in the use of standard application software such as the Microsoft Office suite

- Lived Expertise in the form of personal experience; deep discipline knowledge informed by consumer or carer led research and teachings as well as collective knowledge of universal lived experiences
- Lived experience of using public sector mental health services as a consumer or carer of someone using public sector mental health services
- Evidence of roles and collegiate relationships within the consumer or carer movement, including an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively

Your performance will be measured through your successful:

- Demonstration of RMH values
- Completion of research and evaluation projects
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements



AT THE RMH WE:

- 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.

OUR COMMITMENT:

- **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.

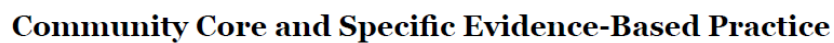
ACCEPTANCE

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.

Employee Signature

Employee Name (please print)

Date

7/7