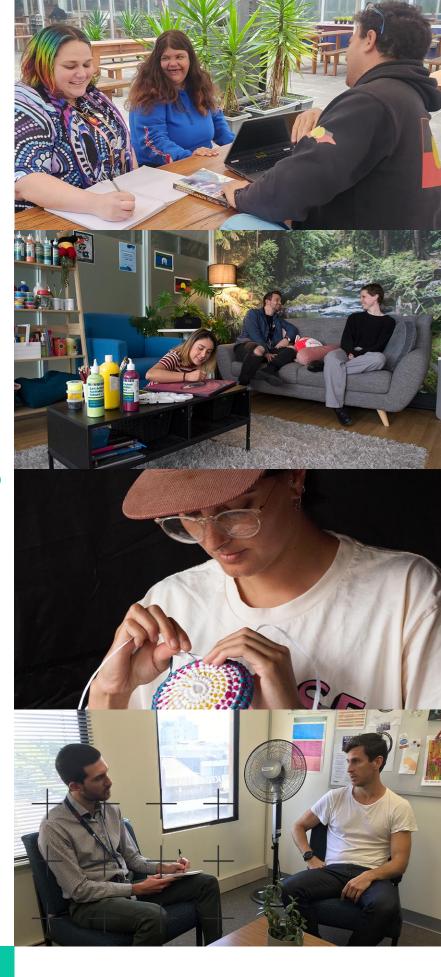
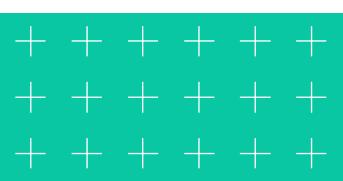


# Advancing health for everyone, every day.

Could this be you?

Join the Royal Melbourne Hospital team





Position Description

**Research Officer** 





#### THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

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.

### **OUR VISION**

# Advancing health for everyone, every day.

# THE MELBOURNE WAY

People are at the heart of everything

understand how we can make the

most positive difference for them.

we do. We take the time to

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

# People First



Lead with Kindness

unique.



Our care and compassion sets
us apart. We lead the way with
a respectful, inclusive spirit —

True exceller
when we won
Melbourne H





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.

# **OUR PRIORITIES**

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

embracing the things that make us all

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





# **Position Description**

Position Title: Research Officer

Service: RMH Mental Health Services

**Location:** Multiple RMH sites

Reports To: The Collaborative Centre Best Practice Consortium Lead

**Enterprise Agreement:** Victorian Public Mental Health Services Enterprise

Agreement 2020-2024

Classification: PL1

**Employment Status:** Full-time Fixed term position available for 12 months

(part time will be considered)

Immunisation Risk Category: Category B

Date of Review: July 2025

# **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 (VCCMHW). This leading program 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.

This role is a key member Royal Melbourne Hospital Mental Health Services (RMH MHS) and will support translational research projects across community and inpatient teams. The role will work closely with internal multi-discipline stakeholders as well as academic institutions and health service members of the Victorian Collaborative Centre Best Practice Consortium.





# This position will:

- 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

# **KEY ACCOUNTABILITIES**

- 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.

# **KEY RELATIONSHIPS**

# 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.

# External

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

# **KEY SELECTION CRITERIA**

- 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





- Essential:
- 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
  - Desirable:
- 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

# **KEY PERFORMANCE INDICATORS**

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

o 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	







# Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs &		Physical health screening	Initial Conversation about activity, participation and	Initial Conversation about consumer peer support	LSI-R:SV
			vocation		SUBA
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	AOD Harm Minimisation
CBT for Psychosis			Driving Screen		AOD Relapse Prevention
	Family Violence Screen	Physical health	Sensory Approaches	<u> </u>	Specialist Supportive Clinical Management for
		assessment			Eating Disorders
	<b>~</b>	Metabolic monitoring Medication safety, education & advocacy		PeerZone	
			Activity Engagement		Forensic Risk Management Planning
Acceptance & Commitment Therapy (ACT) Therapies for Borderline Personality Disorder	Single Session Family Consultation			Consumer led inpatient groups	
	Multiple Family Group	<b>~</b>	Therapeutic Activity Groups	Consumer Peer Support-	Forensic Risk Reduction Treatment
			Vocation and Employment Support	led Community Groups	AOD Motivational interviewing
		Equally Well Physical Health Program		Individual Consumer Peer	
FaPMI Programs	Family Peer Support-led Groups				
				Groups	Autism Consultation and Evaluation Services (ACES)
Be Well Live Well - Early Warning Signs Relapse Prevention Program	Family Violence Assessment (MARAM)	QUIT Program	Driving Assessment	Individual Family, Carer & Supporters Peer Support	