

<b>Position Title:</b>	Research Fellow
<b>Classification:</b>	Grade 7
<b>Agreement Name:</b>	Turning Point Alcohol and Drug Centre Inc Certified Agreement 2005
<b>Current Effective Date:</b>	June 2009
<b>Next Review Date:</b>	June 2010
<b>Reports to:</b>	Senior Research Fellow

**1. ORGANIZATIONAL INFORMATION**

**Eastern Health’s Mission Statement**

Eastern Health will provide high quality, accessible health care services that are responsive to the needs of the community.

**Organisational Environment**

Eastern Health provides a range of services which include acute services, mental health services, aged care services (including residential care), short term rehabilitation, respite care, community based programs and palliative care, both on an inpatient and outpatient basis. These services and programs are supported by staff who possess an unparalleled commitment to patient care as well as teaching and research.

The strategic goals are fully detailed in the Staff Handbook and Code of Conduct.

**Eastern Health Values**

Eastern Health values reflect who we are as individuals and as an organisation, and are testament to the Eastern Health Mission Statement; they include the concepts of Excellence, Accountability, Compassion, Team Work, Integrity, Respect and Collaboration.

The Eastern Health Values are fully detailed in the Staff Handbook and Code of Conduct.

**2. POSITION SUMMARY**

Research Fellow Grade 7 will be responsible for independently managing, with minimal support from senior research fellow, multiple projects within their area of expertise. The Research Fellow Grade 7 will be required to undertake high level complex research tasks including data management and analysis, prepare ethics committee submissions, search, review and summarise relevant literature, and draft and revise scientific articles and reports. They will also be required to manage stakeholders, including government representatives and staff working on their projects. At this grade, as significant contribution to supporting professional development of staff reporting to them is expected.

**3. MAJOR DUTIES AND/OR RESPONSIBILITIES**

**Operational Service Development**

- Manage multiple research projects with medium to high level complexity including the development of project plans.
- Liaise with key stakeholders
- Manage data and research files

- Prepare high quality research and project reports, professional development seminars, teaching responsibilities and peer-reviewed publications
- Prepare research reports and disseminate findings to stakeholders as required
- Undertake teaching responsibilities as required
- Contribute to relevant education and training courses
- Undertake wider administrative duties of the Program as well as the organisation more broadly as required in consultation with the Program Leader.
- Contribute to funding applications.
- Contribute to project budget management

### **Human Resources Management**

- Provide supervision and support to research assistants and other staff completing project tasks. This may include contribution to performance management plans
- Feedback provided to Line Manager about identified development needs.
- Develop and maintain harmonious, effective interpersonal relationships with all Mental Health/Alcohol & Drug personnel, wider staff group in Eastern Health, community and professional groups and with the external community.

### **Quality Care**

- Participate in quality projects as required.
- Actively develop and participate in the service related continuous improvement practices and principles
- Contribute to quality improvement and research activities focused on developing best practice across the Mental Health/Alcohol & Drug Services

### **Research & Training**

- Participate in collaborative research project activities for the benefit of the service and the sector as a whole.

## **4. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

- Provide and maintain so far as is practicable a working environment that is safe and without risk to health. Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines.
- Comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Accident Compensation Act 1992.

## **5. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **6. QUALITY**

Eastern Health is accredited by the independent Australian Council on Healthcare Standards (ACHS) in recognition of the achievement of acknowledged standards, and the commitment to continuous improvement in the provision of healthcare standards. Staff are required to actively participate in quality improvement activities within the Department, which meet the requirements of the ACHS Evaluation and Quality Improvement Program (EQUIP).

## 7. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

## 8. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## 9. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur six (6) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

Signed: \_\_\_\_\_  
Enter Manager's Title

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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### ESSENTIAL

- Masters or equivalent in health or social or behavioural sciences
- Experience in the conduct of complex research projects.
- Demonstrated high level qualitative or quantitative research skills
- Demonstrated high level ability to produce timely, high quality research reports
- Ability to project manage a number of research projects, including data collection, management, analysis and dissemination of findings
- Demonstrated skills in stakeholder liaison and communication, including working with government representatives
- Experience in preparing grant and tender submissions
- Ability to conceptualise new research ideas and apply appropriate methodology
- Evidence of a track record in the publication of research articles in peer-reviewed journals
- Experience in the supervision and management of research staff
- Well developed computing skills, including word processing (e.g. Microsoft Office) and database software packages (e.g. Microsoft Access)
- Excellent organisational and interpersonal skills
- Excellent written and verbal communication skills

### DESIRABLE

- PhD or work towards a PhD in public health, social sciences
- Experience in the translation of research to practice or policy

## ATTACHMENT 2

### Key Performance Indicators

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#### Organisation and Service Development

- Research projects conceptualised and negotiated to the satisfaction of funding bodies
- Specific research projects are adequately resourced and managed
- All work is delivered in a timely manner to the required standards to meet project needs
- Relationships with stakeholders are positive and enable both delivery of current projects as well as future collaborative activity
- Effectively negotiated, or re-negotiated project outcomes and timeframes
- Research files are accurate up-to-date and maintained according to relevant practice standards
- Prepare high quality research reports
- Project reports completed to a high standard and in a timely way.
- Project plans developed and milestone deadlines met.
- Completion of publications for peer reviewed journals to be authored according to Turning Point Alcohol and Drug Centre Policies and Procedures
- Preparation of research reports to government and other stakeholders as required
- Reports meet stakeholder needs and are delivered in a timely manner
- Dissemination of research to colleagues through presentations at academic conferences
- Effective presentations at academic conferences and other professional development seminars and/or teaching in tertiary programs
- Contribution to the development of grant and tender applications both within the Centre and in collaboration with other Adult Mental Health Programs
- Effective collaboration with relevant parties

#### Human Resource Management

- Provision of effective supervision and support to research assistants and other staff completing project tasks
- Feedback provided to Program Leader about identified development needs.
- Positive and effective working relationships with all staff developed and maintained

#### Quality Care

- Actively initiate ideas and develops draft applications for new work within program and organisational policies and procedures.
- Identify and promote opportunities to improve processes and systems in accordance with quality system methods
- Support initiatives that aim to improve ways of working
- Operations meet Eastern Health's Quality Framework

#### Other

- Active promotion of Eastern Health's strategic goals and directions both internally and externally
- Adherence with the Eastern Health values
- Adherence with all Eastern Health policies

## ATTACHMENT 3

### Eastern Health/Department/Specialty Information

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<b>Department / Specialty Area</b>	Mental Health and Alcohol and Drugs Clinical Program
<b>Campus / Physical Location</b>	Fitzroy

### ORGANISATIONAL CONTEXT

Eastern Health is a leading provider of Health care in the eastern region of Melbourne and incorporates Acute: Aged Care, Rehabilitation and Community Health (ACRCH); and Mental Health and Alcohol & Drug Services across a number of large, medium and small work locations.

The Mental Health & Alcohol and Drugs Clinical Program provide services across the Eastern Metropolitan Region encapsulating the communities surrounding the Maroondah, Box Hill, Angliss, Yarra Ranges, and Peter James Centre Hospitals, and in addition some state-wide services. Our services cover the continuum of care and include both inpatient and community based services.

The Mental Health & Alcohol and Drugs Clinical Program have an employee base in excess of 700 staff and manage an annual budget of over \$70million.

### LOCAL WORK ENVIRONMENT

#### TURNING POINT CENTRE

Turning Point Alcohol and Drug Centre was established in 1994 to provide leadership to the alcohol and other drug sector in Victoria. This leadership role is based on core areas of activity:

Clinical service provision

Clinical and population-based research

Service system development and review

Education and training

24-hour telephone and on-line counselling and information services

Turning Point works collaboratively to improve alcohol and other drug policy and practice with the aim of maximising the health and wellbeing of people and communities living with and affected by alcohol and other drug-related harms.

Turning Point is an Eastern Health service, operating in affiliation with Monash University, Melbourne. Turning Point is part of the International Network of Drug Treatment and Rehabilitation Resource Centres for The United Nations Office of Drugs and Crime (UNODC) and is a member of the

International Harm Reduction Association. The Centre is also a Registered Training Organisation and an accredited Higher Education Provider.