

POSITION DESCRIPTION

Position Title	Research Assistant		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	Psychology (Melbourne)		
Nominated Supervisor	Professor (Psychology)		
Classification	HEW 5		
CDF Level	CDF1	Position Number	10613584
Attendance Type	Part Time	Date reviewed	28-JUL-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

ABOUT THE FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences comprises three schools:

- Allied Health
- Behavioural and Health Sciences
- Nursing, Midwifery and Paramedicine

There are currently approximately 14,000 students (EFTSL) and 520 (FTE) staff in the faculty under the disciplines: occupational therapy, speech pathology, social work, exercise science, exercise physiology, nutrition science and PD_Research Assistant

dietetics, biomedical science, nursing, midwifery, paramedicine, digital health, physiotherapy, psychology and public health. The Faculty is represented across seven ACU campuses.

The Faculty's research broadly addresses the Future Healthcare Worker, Health across the Lifespan, and Human Performance, with some of our current research focused on Cardiovascular Disease, Metabolism, Health Services Research, Nutrition, Sports Performance and Rehabilitation, Psychology, and Mental Health.

An expanding portfolio of postgraduate courses is also available in coursework and research. Many postgraduate courses within the Faculty have been developed in conjunction with industries to meet specific needs of the professions and industry. Some postgraduate units are offered in flexible learning mode by online study. All students have professional and clinical experience that is supervised by specially qualified practitioners. Catholic hospitals and other public, private and specialty organisations, as well as schools and the health and sports industry, are involved with preparing for, promoting, and offering this valued and essential experience.

The goals of the Faculty are closely linked to and emanate from the Mission of the University. The areas of achievement by the Faculty include the key areas of teaching and learning, research and scholarship, community engagement in addition to specific objectives regarding internationalisation, quality and resource management. It has well-established procedures for evaluating performance and ensuring quality which involve students and representatives of the various statutory registration authorities and professional organisations, as well as recent graduates and employers.

Further information about the Faculty can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences>

ABOUT NATIONAL SCHOOL OF BEHAVIOURAL AND HEALTH SCIENCES

The National School of Behavioural and Health Sciences is located on seven of the University's campuses: Brisbane, Blacktown, Strathfield, North Sydney, Canberra, Melbourne and Ballarat.

The School is currently responsible for delivery of programs in six professional disciplines:

- Biomedical Science
- Exercise Physiology
- Exercise Science
- Nutrition Science
- Public Health
- Psychology

Further information about the School can be found at:

<https://www.acu.edu.au/about-acu/faculties-directorates-and-staff/faculty-of-health-sciences/school-of-behavioural-and-health-sciences>

ABOUT THE HEALTHY BRAIN AND MIND RESEARCH CENTRE

The Healthy Brain and Mind Research Centre aims to advance knowledge critical to improving mental health, performance, and well-being. Mental health and developmental disorders have significant negative impacts upon the mortality and social participation of the most vulnerable members of the community and are among the most urgent global challenges of the 21st century.

The Centre seeks to make significant contributions to mental health, participation, and well-being by integrating cutting edge research expertise and technology spanning neuroscience, addiction science, clinical psychology, developmental psychology, and rehabilitation science to improve the understanding, prevention, and treatment of mental health and developmental disorders. The Healthy Brain and Mind Research Centre includes three programs. The current position relates to the Psychological Mechanisms and Innovations Program.

ABOUT PSYCHOLOGICAL MECHANISMS AND INNOVATIONS (PMI)

The PMI program focuses on understanding the fundamental psychological processes and mechanisms underlying human behaviour, cognition, and emotions that give rise to mental health problems and psychological wellbeing.

Our research program is focused on key transdiagnostic processes that provide a basis for cutting-edge psychological interventions with a specific interest in the integration of psychological interventions and digital technologies. Our areas of research focus include emotional regulation, self-compassion, stigma, and mindfulness.

Our research interests have arisen from our work as clinical, and educational and developmental psychologists working across the lifespan. We translate our research into scalable, impactful interventions and innovative professional training programs.

The mission of the PMI program is to advance the understanding of transdiagnostic psychological mechanisms and to leverage this knowledge to develop innovative interventions that enhance mental health and well-being. By fostering interdisciplinary research and collaboration, the program aims to translate scientific discoveries into practical applications that can positively impact individuals and communities.

The vision of the PMI program is to be a leading force in the field of transdiagnostic research and innovation. The program aims to enhance global mental health by pioneering innovative approaches and solutions for critical priorities. Through the translation of new knowledge into practice, PMI aims to inspire and equip the practitioners and researchers of the future, creating a dynamic nexus between cutting-edge research and transformative education.

POSITION PURPOSE

The Research Assistant will be required to work on several large systematic reviews of smartphone app interventions for mental health conditions. The Research Assistant will have primary responsibility for the screening, data extraction, data cleaning and quality assessment aspects of systematic reviews and may support other research studies, including recruitment, data cleaning, and dissemination activities. The incumbent will work in collaboration with the Healthy Brain and Mind Research Centre (HBMRC) at Australian Catholic University, Orygen Digital, and The University of Melbourne. To optimise communication with other project team members, the incumbent will predominantly work at Orygen Digital and across sites where required.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Complete all aspects of screening, data extraction, data cleaning and quality assessments for a large systematic review database.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Maintain a high standard of record keeping throughout the project, using Covidence and Excel.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist with other research projects and any other duties as reasonably requested, consistent with classification of this position.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Attend and participate in research meetings and associated events.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Effective demonstration and promotion of the University values, including diversity and inclusion, and high standards of ethics and integrity.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

HOW THE ROLE OPERATES

The position will need to follow clear established procedures and is not required to review and suggest changes to current processes
The position solves problems that tend to be repetitive/cyclical on a regular basis.
The position mainly communicates with people within their work area.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - An Honours degree in behavioural or social sciences or a related discipline, or where relevant appropriate work-related experience. • Experience - Demonstrated ability to search and synthesise scientific literature or experience contributing to the completion of systematic reviews and meta-analysis. • Skill - Excellent organisation and time management skills, with the ability to function effectively both autonomously and as a member of a multi-disciplinary team. • Skill - Demonstrated attention to detail and the ability to maintain high levels of accuracy in data entry, data cleaning and verification, including detection and correction of errors. • Knowledge - Demonstrated knowledge in mental health disorder classification and common evidence-based treatments. Desirable – demonstrated interest in digital health and technologies with experience working in a mental health setting, specifically working with adolescents and young adults, and an appreciation of adolescent developmental issues. • Experience - Proficiency in the use of standard application
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	software such as the Microsoft Office suite, research programs such as Covidence, and statistical packages such as IBM SPSS statistics and/or R. • Skill - Ability to prioritise workloads and meet deadlines, with the ability to simultaneously work on multiple tasks independently. • Experience - Demonstrated understanding of the conduct of research including the collection, collation, and management of research data, and an awareness of the principles underpinning Good Clinical Practice (GCP).
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

