

## POSITION DESCRIPTION

<b>Position Title</b>	Research Assistant		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	Psychology (Melbourne)		
<b>Nominated Supervisor</b>	Professor (Psychology)		
<b>Classification</b>	HEW 5		
<b>CDF Level</b>	CDF1	<b>Position Number</b>	10612828
<b>Attendance Type</b>	Part Time	<b>Date reviewed</b>	15-MAY-2025

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Pro Vice-Chancellor - Catholic Mission

## **ABOUT THE FACULTY OF HEALTH SCIENCES**

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

The Faculty's current research priorities focus on Cardiovascular Disease and 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 in order 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

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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>

## POSITION PURPOSE

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The Research Assistant will be required to work on NHMRC funded trials, Evaluating the Impact Of DigitalLy Enhancing Australian Youth Mental Health services (EVOLVE) and Affinity. 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. The RA will have primary responsibility for the recruitment of participants to studies and conduct psychological clinical assessments according to existing research protocols.

To optimise communication with other project team members, the incumbent will predominantly work at Orygen Digital and across testing sites where required.

## KEY RESPONSIBILITIES

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### 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.

<b>Responsibility</b>	<b>Scope</b>
Recruit research participants from a range of clinical programs.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Interview participants using multiple standardised clinical assessment instruments according to the relevant research protocol and to collect and record participant information and consent procedures ensuring confidentiality is maintained.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Update a data entry program and clinical database while maintaining appropriate records, confidential files, and general service documents.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Liaise with clients and families and develop and maintain effective working relationships with clinical teams and other stakeholders.	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

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - An Honours degree in behavioural or social sciences or a related discipline, or where relevant appropriate work-related experience.</li> <li>• Experience - Demonstrated understanding of the conduct of research including the collection, collation, and management of human research data, and an awareness of the principles underpinning Good Clinical Practice (GCP).</li> <li>• Skill - Excellent organisation and time management skills, with the ability to function effectively both autonomously and as a member of a multi-disciplinary team.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Skill - Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement.</li> <li>• Skill - Ability to prioritise workloads and meet deadlines, with the ability to simultaneously work on multiple tasks independently.</li> <li>• Experience - 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.</li> <li>• Experience - Desirable - Experience in clinical trial and/or multisite research studies in mental health settings, including the recruitment of participants and the use of standardised assessment tools for individuals with mental health problems.</li> <li>• Experience - Proficiency in the use of standard application software such as the Microsoft Office suite and statistical packages such as IBM SPSS statistics and/or R.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> <li>• Make informed, evidence-based decisions by sourcing and interpreting University and business information.</li> </ul>
<b>Essential Attributes:</b>	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.
<b>Working with Children and vulnerable adults check</b>	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.

## REPORTING RELATIONSHIPS

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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>

