

POSITION DESCRIPTION

Position Title	Research Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	School of Behavioural and Health Sciences		
Nominated Supervisor	Associate Professor, School of Behavioural and Health Sciences		
Classification	HEW 6		
CDF Level	CDF1	Position Number	10608422
Attendance Type	Full Time	Date reviewed	24-JAN-2023

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.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking 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 know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

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 530 (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

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 development disorders. The Health Brain and Mind Research Centre includes a program of research focused on the Neuroscience of Addiction and Mental Health Program.

ABOUT THE NEUROSCIENCE OF ADDICTION AND MENTAL HEALTH PROGRAM

Addiction is highly prevalent and has devastating effects on the lives of 35 million people globally. We believe that everyone vulnerable to or impacted by addiction and mental health problems, deserve the opportunity for better life outcomes. The Program aims to resolve the current profound evidence gap on the mechanisms of vulnerability and recovery in addiction and related mental health problems. Through multimodal neuroimaging tools and multidisciplinary methods, we investigate the origins, correlates and harm reduction of substance abuse, addiction, and mental health problems. Our Program also capitalises on longitudinal neuroimaging consortia, large cohort studies and carefully- controlled experiments including behavioural and pharmacological interventions; and seeks to create and improves international metrics for substance use research. Our core principles include excellence, ethics and integrity, solution focused and proactivity, accountability and professionalism, as well as positive relationship and mutual support. The Program has been generating new high-quality evidence to transform neuroscientific theories of addiction, and to inform the identification of prevention and treatment targets. Our vision is to alleviate the devastating impact of addiction on the lives of those affected, their families, and the broader society.

POSITION PURPOSE

The Research Officer will join a strong vibrant research culture and productive research team where quality research is conducted.

The overarching role will be to provide technical support to the Deputy Director in The Healthy Brain and Mind Research Centre, and as required by the Deputy Director, to the Manager of the Neuroscience of Addiction and Mental Health Program. This includes assisting with driving participants' recruitment of hard-to-reach populations (e.g., advertisement, screening), including data collection/databasing, preparation/quality checks and analyses of multimodal data from behavioral, mental health, cognitive and neuroimaging testing. The role will proactively support research-related activities such as manuscript preparations, grant submissions, as required to assist with quicker turn-around and high-quality submissions. Further, this position will also involve assistance with student supervision, such as training students or research personnel on participants' psychological, cognitive and neuroimaging assessment, and basic MRI analyses processes (e.g., pre-processing of data).

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 Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Administer and develop as required, multimodal standardised tests to measure research outcomes (e.g., behavior, mental health, substance use, cognition and brain integrity) to research participants in line with University and ethical protocols and procedures to obtain data. This includes scoring and data input of the tests / measures carried out.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist with the development and implementation of automated pipelines/workflows of pre-/post-processing of MRI data (e.g., in SPM, FSL, Matlab, Python, Freesurfer, CONN), and associated data analysis.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Assist with the operation and maintenance of neuroscience equipment including cognitive and MRI-related tools for data acquisition and analysis.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide support for manuscript preparations and grant applications (e.g., monitor funding opportunities, literature searches, data collection and analysis) and other research-related activities (e.g., databasing and data management) as required.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide training and supervision to users (students and staff) to ensure effective use of multimodal testing tools, equipment, analyses and systems and to progress quality research outcomes.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Provide advice on system and process improvements to ensure best practices are implemented in the Program.	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit
Proactive support of the daily operations of the research projects, including administrative, technical and research	The position mainly contributes to activities; outcomes and goals within their immediate team or work unit

Responsibility	Scope
activities such as participants' recruitment, advertisement, screening, and data collection.	

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Completion of an undergraduate qualification with relevant experience in a relevant field such as psychology, neuroscience, computer science, or engineering. • Experience - Demonstrated computer programming experience with MATLAB, or similar. Experience with experimental design and programming software (e.g., E-Prime, Presentation, Behavioural Systems, Psychtoolbox), would be an advantage. • Experience - Demonstrated experience working with MRI scanning of participants, and MRI data analysis software (such as Freesurfer, MRTrix, SPM / FSL) and related technology. • Experience - Familiarity with data analysis and data preparation processes (e.g., cleaning, databasing), statistical methods and software (e.g., SPSS, STATA, R) in psychology / cognitive neuroscience or related fields. • Experience - Familiarity with general drafting, technical contributions, and submission processes to articles for publication in scientific journals. • Skill - Demonstrated planning, organisational, and problem solving skills, with a solution-focused approach. • Experience - Demonstrated experience with all aspects of participant recruitment, development of testing batteries, data collection via MRI, questionnaires and cognitive tasks, databasing and rigorous quality checks to prepare data for analyses.
Core Competencies:	<ul style="list-style-type: none"> • 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. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes.

	<ul style="list-style-type: none"> • 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.
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	This role does not require a Working with Children Check.

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>

