

Eastern Health

POSITION DESCRIPTION

Position Title:	Research Assistant
Award Classification:	HS1
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employer) Enterprise Agreement 2025-2028)
Position Reports to:	Strategic Lead, Clinical and Social Research Team, Turning Point

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health, and statewide services to people and communities that are diverse in culture, age and socio- economic status, population, and healthcare needs.

TURNING POINT

Turning Point is a national treatment, research, and education centre that provides leadership in the alcohol and drug, gambling, and mental health sectors. Combining research with service innovation, surveillance, system enhancements, education, capacity building, and specialist support, Turning Point is a recognised centre of excellence that assists services, communities, and governments to respond to current and emerging issues. Turning Point is part of Eastern Health and is affiliated with Monash University.

www.turningpoint.org.au



1. POSITION PURPOSE

The Research Assistant will undertake a range of activities contributing to the timely completion of research projects. The role will help the Clinical and Social Research Team to deliver a research program that aims to address addiction issues across the spectrum of harm, and establish effective methods for supporting people from initial help-seeking through to specialist treatment and recovery. This role is performed on site at Richmond.

The Research Assistant will work as part of a dynamic team of research and clinical staff. The Research Assistant will work directly with researchers who will provide guidance, mentoring and training to assist them in performing their role.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The Research Assistant is responsible for providing general research services to the Clinical and Social Research Team as directed by Research Fellows. In delivering these services, the Research Assistant will be required to:

- Undertake data collection, collate, analyse and record results, and maintain accurate and effective database systems
- Prepare study protocols and ethics applications and perform literature reviews
- Recruit participants, including developing promotional materials, arranging advertising
- Support the drafting of reports and scholarly articles
- Support compliance with relevant legislation and organisational policies and procedures, including research ethics, and health and safety
- Participate in regular meetings with relevant study teams, and wider organisational meetings
- Perform administrative tasks as required; e.g. prepare meeting agendas and record minutes
- Any other assistance as requested by Research Fellows or other members of the Clinical and Social Research team in managing and supporting the team's activities

This position may require some time worked outside of ordinary work hours.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their health and safety and the health and safety of any other person who may be affected by their 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. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

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

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

5. QUALITY

Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. Staff are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities. In addition, you must ensure you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Staff are responsible for ensuring safe high quality care in their work. This includes complying with best practice standards, identifying and reporting any variance to expected standards, and minimising the risk of adverse outcomes and patient harm. In addition, staff ensure service and care is consistent with the EH approach to patient and family centred care.

6. 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 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

Staff agree to adhere to the Equal Employment Opportunity policies and practices of Eastern Health. Discriminatory practices, including sexual harassment, are unlawful. Eastern Health 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.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three 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. Staff are expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future. Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Additional 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.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

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

- A strong interest in and/or previous experience working in alcohol and other drug research or services
- Research skills in participant recruitment; data collection and analysis; literature searching, analysis, and synthesis; and report writing
- Ability to work in an ethical and sensitive manner with participants
- Ability to exercise initiative and work independently under broad direction
- Well-developed communication skills with a high level of accuracy and attention to detail
- Well-developed time management, organisational, and problem-solving skills
- Established skills in Microsoft Office programs and Google Suite applications, and data analysis software (e.g. SPSS, Stata)
- A 'can do', positive attitude and willingness to support the team as required

Desirable

- Bachelor degree in health sciences, nursing, allied health, population health, or a related discipline, or an equivalent combination of relevant experience and/or education or training
- Experience in projects that use quantitative, qualitative, and/or mixed methods designs
- Experience using research databases, referencing systems, and applications (e.g., REDCap, Qualtrics)

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

ATTACHMENT 2

Eastern Health/Department/Specialty Information & additional position requirements

Position Title:	Research Assistant
Department / Specialty Area	Turning Point
Campus / Physical Location	Richmond

ORGANISATIONAL CONTEXT

Eastern Health

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

Statewide Services

The Statewide Services Program consists of Turning Point and Spectrum. Turning Point is a Victorian specialist alcohol, drug and gambling organisation that integrate treatment and support services with research, education and training. Spectrum is Victoria's only statewide centre for the specialist treatment of Borderline Personality Disorder and provides training and education and contributes to research in this area.

LOCAL WORK ENVIRONMENT

Turning Point

Turning Point was established in 1994 and amalgamated with **Eastern Health** in October 2009 and is formally affiliated with Monash University. Turning Point is a national addiction treatment centre, dedicated to providing high quality, evidence-based treatment to people adversely affected by alcohol, drugs and gambling, integrated with world-leading research and education. Combining innovative research in the clinical, population health and policy fields, with service innovation, surveillance, system enhancements, capacity building and specialist support, Turning Point directly assists services, communities and government to respond to current and emerging issues.

Treatment

Turning Point's multidisciplinary staff, including Addiction Medicine Consultants, Psychiatrists, nurses, psychologists, social workers and alcohol and drug counsellors, provide specialist clinical and support services to people affected by alcohol and drugs and problem gambling. Turning Point provides a broad range of face-to-face, telephone and online evidence based treatment interventions.

Research

Turning Point conducts practical and applied research leading to policy and service development with a focus on improving and expanding the range and quality of treatment and support services through evidence-based research.

Education

Turning Point is a leading provider of education and training services in the alcohol and drug sector in Australia. As a Registered Training Organisation (RTO) and in partnership with Monash University Turning Point builds the capacity of health and welfare professionals to respond more effectively to alcohol and drug issues.

Spectrum

Spectrum is the leading centre in Victoria for the synthesis and dissemination of knowledge and practice, in relation to the treatment of, and recovery from borderline personality disorder and complex trauma , including those presentations where a number of co-morbid conditions create clinical complexity. Spectrum's work can range from contributing to research, capacity building in the workforce (statewide and nationally), to providing a full clinical service of empirically supported treatment interventions including: specialist assessment and case management, individual and group psychotherapy, biomedical treatments and secondary consultation (including telephone and online).