

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Research Assistant Level: Level 5
Faculty/Division: Social Sciences Department: School of Psychology

Primary purpose of the position:

This part-time, fixed term (12-months) position provides research assistance for research being led by Dr Peter Kelly. The primary role of the position will be to help recruit participants to healthy lifestyle themed research projects, conduct psychological assessments and to deliver group-based healthy lifestyle programs.

Position Environment:

This position will be located within the School of Psychology in the Faculty of Social Sciences. Dr Kelly currently holds a number of research grants that are focused on helping participants, who are attending treatment for mental health or substance abuse problems, to improve their health behaviours. The role will primarily involve delivering a group based healthy lifestyle intervention, that is focused on helping participants to reduce their smoking, improve their diet and increase their level of physical activity. There is a substantial amount of travel with the position, as our research sites are located in the Northern Territory (Alice Springs), Queensland (Mt Isa), Australian Capital Territory (Canberra) and New South Wales (Central Coast, Blue Mountains, Sydney City). It is anticipated the successful application will be traveling to these sites on nearly a weekly basis.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Deliver healthy lifestyle focused groups (i.e. promoting smoking reduction, healthy eating habits and physical activity) within residential alcohol and other substance abuse settings.	60%	<input type="checkbox"/>
2. Recruitment of research participants and facilitating baseline psychological assessments	20%	<input type="checkbox"/>
3. Manage data storage and access in accordance with University Ethics protocols. This will include data entry, data cleaning, filing of research materials and liaising with other research assistants involved in data entry.	10%	<input type="checkbox"/>
4. Assist with writing associated with the project, including internal discussion papers and external publications.	5%	<input type="checkbox"/>
5. Maintain study timetables with the research sites and associated research assistants	5%	<input type="checkbox"/>
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	<input type="checkbox"/>
7. Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	<input type="checkbox"/>

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Dr Peter Kelly

The position supervises the following positions: NA

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- An understanding of the principles involved in conducting psychological assessments and delivering group therapy
- An ability and willingness to travel as part of the core functions of the role
- Excellent interpersonal skills
- Excellent writing skills
- High level general computer skills including Word, Excel, Endnote, Powerpoint and SPSS
- Strong organizational and project management skills, including ability to set goals and meet deadlines in a pressured environment.
- Demonstrated teamwork skills
- Demonstrated understanding of university human research ethics protocols

Desirable

- Previous experience in collection, analysis and reporting of research data, and demonstrated proficiency carrying out literature reviews within academic literature databases

SELECTION CRITERIA - Education and Experience:

Essential:

- At least 4-years training in Psychology (e.g. Honours, graduate diploma in applied psychology)
- Current driving licence
- Successful completion of a Working With Childrens clearance

Desirable:

- General registration with the Psychology Board of Australia
- Training in Clinical Psychology
- Experience delivering psychologically focused group counseling
- Experience working with people diagnosed with mental health problems, including alcohol and other substance abuse disorders
- Experience conducting psychological assessments

Personal Attributes:

- Ability to regularly travel to the research sites. This will involve overnight stays.
- Enthusiastic, flexible, displays initiative and able to work independently and with diverse research participants.
- An interest in conducting preventative health initiatives with people from disadvantages populations.

Special Job Requirements:

This position will require almost weekly travel to the research sites. It will require after hours and potentially weekend work.

Organisational Chart:

Organisational chart coming soon

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____