

POSITION DESCRIPTION



TITLE:	Postdoctoral Research Associate
EMPLOYMENT STATUS:	Full-time
SALARY DETAILS:	\$51.68 per hour plus leave loading, superannuation and generous salary packaging
DIRECT REPORTS:	NIL
REPORTS TO:	Manager, Education, EDV and InsideOut Institute
LIAISES WITH:	EDV staff, InsideOut Institute, Victorian Centre of Excellence in Eating Disorders, researchers/academics, eating disorder treatment services and facilities, individuals with eating disorders and their families, carers, and significant others; organisational networks
LAST UPDATED:	January 2023

ABOUT US

Eating disorders are complex and debilitating mental illnesses that affect up to 1 in 20 people. Like any mental illness, they are not the fault of the individual and can affect anyone no matter their age, gender or background. While serious, eating disorders are treatable. With the right support, full recovery is possible for everyone.

Eating Disorders Victoria is the trusted guide for Victorians affected by eating disorders. We help people get the support they need to inspire hope and ensure the earliest possible recovery.

How we work

We are a committed, engaged and progressive community health service who value innovation. We are known for developing and delivering eating disorder services that can't be found anywhere else in Australia, or even the world. We are a strong voice for people affected by eating disorders and actively advocate for our eating disorder affected community at state and national level.

We pride ourselves on being a vibrant place to work, where creativity, collaboration and lived experience are highly valued and supported.

All of our work is guided by our values of Connection, Courage, Optimism and Perseverance.

Where we are going

We are moving through an exciting time of reform in Victoria's Mental Health System, and have every intention of ensuring eating disorders are fully supported in this new system. We want eating disorders to be considered **core business** when it comes to mental health, so that more Victorians are identified, diagnosed and put on the path to recovery, sooner.

We are focused on delivering high quality, data-driven community services that demonstrate the impact of our work, while underscoring the growing community demand for specialised eating disorder services. Underpinning this is an evolving culture of strong clinical governance, which supports the wellbeing of staff, volunteers and our service users.

We consider the lived experience workforce to be pivotal to the future of eating disorder treatment and are positioned to be leaders in this emerging field.

What we are looking for

Eating Disorders Victoria is seeking a highly-motivated Postdoctoral Research Associate, on behalf of InsideOut Institute, to undertake research for the establishment of a Centre for Health System Research & Translation in Eating Disorders (MAINSTREAM), in collaboration with Victorian Centre of Excellence in Eating Disorders: detection and intervention system-focused knowledge to drive better outcomes in mainstream care for eating disorders. MAINSTREAM will be led by InsideOut Institute for Eating Disorders, Australia's first Institute for Eating Disorder Research and Clinical Excellence and will utilise existing health system development hubs funded in NSW, VIC and QLD.

This position will be based at Eating Disorders Victoria, the only state-wide, wraparound consumer organisation helping Victorians understand and recover from eating disorders. It will utilise the existing development hub and will work in close collaboration with NSW and QLD hubs to provide research support for the establishment of the Centre.

Key elements of the role are to

- To develop a translation research hub in VIC that builds a public health dataset to determine efficacy of health and eating disorder (ED) outcomes, and contributes to building the research workforce.
- To work with Belinda Caldwell (CEO) and the team at Eating Disorders Victoria (EDV) to integrate where appropriate datasets from their services and outputs into the national study and assist with research projects as available.
- To work with Michelle Robertson (Manager) and the team at the Victorian Centre of Excellence in Eating Disorders (CEED) to get access to and collaboratively analyse and interpret health system datasets included in the study and to assist with research projects as available.
- To contribute to the tri state (VIC, NSW, QLD) Mainstream project under the direction of InsideOut Institute, University of Sydney, specifically Dr Sarah Maguire, who is the Chief Investigator of the grant activity.

KEY ACCOUNTABILITIES

Provides research project design and management

- Collaborates with EDV and EDV AND CEED and the local supervisor to support research and quality improvement activities identified by EDV AND CEED which align with overall Mainstream initiative.
- Provides project design and management for research program including project planning, tracking, implementing and reporting

- Designs, plans, schedules and prepares for implementation of project phases to progress according to timelines and in accordance with study protocols, scope and quality
- Develops suitable research protocols and ensures that appropriate documentation is prepared
- Provides expert guidance and/or advice on regulations, policies and procedures for research activities undertaken
- Reviews and modifies existing project processes and procedures, implements revisions that streamline systems and more effectively supports research output

Conducts literature reviews and data analysis

- Reviews and summarises academic literature complementing the research work being undertaken for the Chief Investigator and/or Academics of the work area
- Leads the collection of research data and prepares statistical analyses and insights for inclusion in reports
- Designs, develops and manages appropriate databases to collect and analyse information
- Analyses data using complex statistical analyses and modelling, reporting on findings and using this to further research work

Manages the development of research publications

- Sources information, researches and prepares drafts for research publications and presentations including preparing literary reviews and carrying out theoretical research to support the overall research objectives
- Analyses data/information and draws insights and conclusions to be included in publications and presentations
- Oversees the consolidation of data/information for inclusion in publications and presentations
- Presents high impact results of research at significant national and international conferences

Manages ethics submissions and reporting

- Sources all data/information and consolidates for ethics applications
- Manages the submission of ethics reports
- Prepares progress and final reports for the relevant governing bodies in alignment with legislative/regulatory requirements
- Undertakes appropriate research procedures in accordance with relevant ethics protocols

Applies for independent research fellowship and collaborative research funding

- Pursues research funding submissions and prepares grant applications

Supervision of students

- Provides guidance and support to undergraduate and postgraduate students

KEY SELECTION CRITERIA

Essential:

- Strong statistical analysis skills.
- Strong project management skills.
- Excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills and a demonstrated level of tact and discretion in dealing with day to day operational matters.
- Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work.
- Strategic thinking – ability to identify opportunities.
- Demonstrated ability to organise and prioritise work, sometimes under pressure, with competing priorities and sometimes limited supervision.
- Extensive experience in developing and working on research projects, including expertise in conducting literature reviews, manuscript drafting, using research protocols, experimental design, and ethics submissions.
- Eligibility and willingness to supervise HDR students (Honours, Masters and PhD).
- Knowledge of the Higher Education Research Data Collection and ethics reporting requirements.

Desirable:

- Experience/interest in eating disorders research

CONDITIONS OF CONTRACT

- Location: This position will be based at the EDV office on Level 2 of the Magpies Community Centre (corner Lulie and Abbot Streets, Abbotsford). We also offer hybrid working options (50% at the office, 50% at home)
- Normal working hours will be during Monday to Friday. Some flexible hours will be required to ensure flexible service delivery out-of-hours, attendance at relevant meetings and events
- Other conditions as mandated by the Fair Work Act.
- Subject to satisfactory Working with Children Check, National Police Check and completion of Conflict of Interest Declaration.
- Probationary period will apply (3-months).

Ethical requirements:

All EDV staff are required to adhere to the EDV Code of Ethics, Code of Conduct, Core Values and guiding principles and relevant organisational policies, practices and guidelines.

Wellness criteria:

EDV values the lived experience of volunteers, staff and board members in the organisation. For anyone who discloses a history of a mental illness, including eating disorders, we recommend a two-year recovery period and a 'Declaration of Wellness' so that all connected with EDV are able to look after themselves and be supported.