

Position Description

Research Project Officer: The Bouverie Centre

Position No:	TBA
Business Unit:	Office of the Provost
Division:	School of Psychology & Public Health
Department:	The Bouverie Centre
Classification Level:	HEO6
Employment Type:	Full Time Fixed Term – 3 Years
Campus Location:	Brunswick, Melbourne VIC
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

The Bouverie Centre - <https://www.latrobe.edu.au/research/centres/health/bouverie>

Enquiries : Anna Booth A.Booth@latrobe.edu.au 03 8481 4800

Position Context/Purpose

The Bouverie Centre

Healthy relationships in families, organisations and communities

The Bouverie Centre (Bouverie) is a values-based Practice-Research Centre of La Trobe University, within the School of Psychology and Public Health. Bouverie is also funded by the Department of Health (DH) as a clinical demonstration centre, providing therapy services to families where a member suffers a mental illness or alcohol and drug, and statewide training to the mental health workforce. As an integrated Practice-Research Centre, our research aims to understand how relationships and circumstances affect abilities to develop well, to care for ourselves and others, and to manage challenging times, at all stages in life, in all cultures, for all people. We work closely together with stakeholders to create meaningful research findings that support the well-being of individuals and families, and serve multiple practice, policy, public health, and research purposes.

A large School within the university, the School of Psychology and Public Health undertakes teaching and research across a broad range of disciplines, including: Family Therapy; Art Therapy; Rehabilitation Counselling; Psychology; Counselling; Neuroscience; Public Health; Digital Health and Analytics; Health Information Management; and Ergonomics, Safety and Health. The School currently comprises seven academic units: the Department of Public Health, the Department of Psychology and Counselling, the Centre for Alcohol Policy Research (CAPR), the Centre for Health Communication and Participation (CHCP), the Olga Tennison Autism Research Centre (OTARC), the Australian Research Centre in Sex, Health and Society (ARCSHS) and The Bouverie Centre.

Established in 1956, The Bouverie Centre is a systemic practice-research organisation that draws on its history of bringing Family Therapy to Australia to promote its vision of healthy relationships in families, organisations and communities. The Centre is a values-based learning organisation that integrates clinical, workforce development, academic and research. The Centre receives recurrent funding from The Department of Health and Human Services, generates fee-for-service income and Category 1-4 competitive research funding.

For more than 20 years the Centre has delivered academic training in Family Therapy and currently offers a Master of Clinical Family Therapy (a nested program encompassing both a Graduate Certificate and Graduate Diploma in Family Therapy). The Centre also offers the Graduate Certificate in Family Therapy, First Nations, enabling Aboriginal and Torres Strait Islander students to undertake the program in block format in their local region.

The Bouverie Centre is a designated La Trobe University Research Centre, with accompanying strategic investment to support this. A major strategic task over the next five years is to consolidate the research program's capacity, fully integrate this program into the Centre's current work, culture and values, and seek new research partnerships and opportunities.

With the addition of research capacity to the Centre's systemic expertise, long standing relationship with health and welfare services, in particular Victorian mental health and alcohol and drug services, and proven ability to engage new service systems, this position will further grow Bouverie's capacity to have positive real-world impact.

Position Context

A Project Officer will be employed to work at HEO6 full-time for 3 years. The Project Officer will report to Dr. Anna Booth, Research Fellow. The Project Officer may be allocated different projects across the term of employment – the potential projects are described below: i) Project systems support for the Research Team, ii) ARC Linkage Project Officer; iii) FaPMI Project Officer, iv) Other.

i) Internal Project systems support for Research Team

The Research Team at The Bouverie Centre conducts multiple projects, some internally, and some with external industry and government partners. Each involves detailed budget, timeline and ethics administration via central University systems. Additionally, each involves the creation of project content for websites, and other project communications, the editing and compilation of high level reports and presentations, and maintenance of participant information systems. Contribution to grant writing submissions is also a key role. Our internal projects focus on family therapy outcomes and workforce training impact. This project support will require a sound knowledge of the CSnet client information system, the QuestionPro survey platform and MS Excel data spreadsheet management.

ii) Category 1-4 Research Project Officer

This role will also support key Category 1-4 funded projects. Category 1 projects include those such as the Australian Research Council Linkage Program, which promotes national and international research partnerships between researchers and business, industry, community organisations and other publicly funded research agencies. The Linkage Program grant opportunity supports projects which initiate or develop long-term strategic research alliances to apply advanced knowledge to problems, acquire new knowledge and as a basis for securing commercial and other benefits of research. An example is a recently won ARC Linkage Project: a University-Industry partnership involving La Trobe University (LTU), The Federal Circuit and Family Court of Australia (FCFCoA) and Relationships Australia South Australia (RASA). The project is investigating the efficacy of early triage for parents and children reporting high family violence risk on entry to the court system. The Centre has multiple externally contracted Category 2-4 research projects and high-level coordination of these, as for the internal projects, is required.

iii) FaPMI Project Officer

The state-wide FaPMI project (Families with a Parent who has a Mental Illness) is funded by the Victorian Department of Health. Project work will include reporting, liaison with coordinators across the state and other team support functions. The FaPMI website is: <https://www.latrobe.edu.au/research/centres/health/bouverie/practitioners/specialist-areas/fapmi>

Duties at this level will include:

- Management of client/participant information systems.
- Monitoring and maintaining records to meet both internal and external requirements.
- Assisting with the preparation of reports and internal documentation.
- Identifying gaps or shortfalls in information and sources additional related information.
- Performing tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Maintaining and developing project website pages.
- Contributing to project operational decisions.
- Assessing or conducting descriptive analysis, presenting results and putting forward recommendations through the provision of briefings, presentations or written reports, to support decision making.
- Liaising, communicating and building relationships within La Trobe University as well as with outside bodies, to support/represent School/Division/Department/Sub unit activities.
- Providing professional advice and recommendations within specific parameters/professional guidelines to support informed decision making and to influence how other work areas or individuals frame their actions or procedures.
- Project co-ordination of The Bouverie Family Stories Study, a growing longitudinal cohort study, which will involve communicating across program areas.
- Project co-ordination of grant and industry commissioned research projects, involving communicating with multiple institutes (the University and Industry/Government partners) about project management, progress, deadlines, goals, and internal and external reporting.
- Administration related to cohort retention over time (e.g. sending out emails/SMS/other means of mitigating participant attrition from the cohort).
- Research-related travel administration (e.g. supporting the travel related needs of the research team with regard to bookings and queries).
- General project management duties including working closely with Investigators on the research team to create charts, timelines, and other documents and approaches which will support the organisation of a large and complex research project.

Essential Criteria**Skills and knowledge required for the position**

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including website content development and trouble shooting, word processing, Excel spreadsheets, client databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- Some knowledge of or familiarity with cohort studies or other longitudinal research approaches, ideally from experience within a university/research setting.

- Excellent communication skills across multiple formats (phone, email, other) and with multiple stakeholders (colleagues, academics, sector colleagues, and participants).
- Project management expertise from within a similar setting.

Additional requirements/information

Work hours for this position are 9:00am – 5:00pm, however some flexibility is required to fit in with the operational requirements of the centre. Occasional out of office hours are required for special events.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials: Date: