

POSITION DESCRIPTION

POSITION TITLE:	Trainee Co-Researcher
DIVISION / SECTION:	Wellbeing and Preventable Chronic Diseases (WPCD)
SUPERVISOR:	PhD Candidate/ Researcher
CLASSIFICATION LEVEL:	GSL 1
SALARY RANGE:	\$32.54 - \$33.79 per hour + IKA (\$0.74/\$1.48)
STATUS (FTE):	Casual
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement. Menzies works at the frontline, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

SUMMARY OF POSITION:

Mental illnesses are among the fastest growing health problems nationwide and Indigenous Australians are at high risk. Menzies tackles these challenges by empowering Indigenous people through strengths-based research approaches and developing scientific evidence through randomised controlled trials. Our research includes a focus on communicating 'two-way' mental health messages and discovering ways to overcome language and literacy barriers. One of the ways in which we do this is through the use of digital technologies to deliver treatment, mental health messages and collect research data.

The Trainee Co-Researcher will work closely with the research team, including two Senior Tiwi Co-Researchers on the *Tiwi Mental Health Literacy Project* which is part of the *Aboriginal and Islander Mental Health Initiative for Youth (AIMhi-Y)*. This study aims to explore mental health terms in Tiwi Language and include them in a resource that can be disseminated to the community.

Located in Darwin, the Trainee Co-Researcher's role is to work closely with the research team and research participants, in the data collection, data analysis and dissemination phases of the study. They will provide practical and administrative support. They will be closely mentored by the senior Tiwi co-researchers, and participate in qualitative data analysis, communication and dissemination processes.

This is an Aboriginal and Torres Strait Islander identified position.

PRIMARY RESPONSIBILITIES:

1. Learn to, and provide practical and administrative support for workshop discussions, research communication and dissemination activities with participants with support from the research team. This may include making phone calls or sending emails to participants, printing documents, organising catering, arranging travel, booking taxis, directing people when they arrive and taking notes under the direction of the supervisor.
2. Learn to, and assist with the administrative aspects of data collection and analysis. This will include learning to manage audio/video recordings on tablet devices, transferring them from tablet devices onto computers, saving in shared folders and recording notes about the analysis process throughout.

3. Learn to, and assist with resource development in collaboration with the research team. This may involve using various computer programs to design or edit resources, providing feedback to the research team on developed resources and being involved in discussions with the graphic designer or other service providers.
4. Learn to, and assist with the administrative aspects of research communication and dissemination processes. This may include organising catering, arranging travel, printing documents and recording notes about those processes.
5. Actively participate in training relevant to the position, if/as required. This will mostly be provided one on one and on-the-job.
6. Actively participate in research team meetings as required.
7. Any other tasks as reasonably required by the supervisor.

SELECTION CRITERIA:

Essential:

1. Be of Australian Aboriginal and/or Torres Strait Islander descent.
2. Be confidently able to engage with and represent the views of Indigenous youth.
3. Good oral communication skills in both, Tiwi (modern or traditional) and English, and the ability to interact effectively with people from a wide range of backgrounds, particularly with an understanding of how to work successfully in Indigenous contexts. Sound interpersonal and negotiation skills, including self-confidence.
4. Ability to learn to communicate effectively in writing, including an ability to prepare correspondence in accordance with required formats, and an ability and commitment to maintain confidentiality and discern sensitive issues.
5. Basic competency in the use of computers, tablets and mobile phones with the ability to learn computer skills including email, word processing and NVivo software.
6. Good initiative, sound judgment, good attention to detail.
7. Demonstrated ability to work with others collaboratively in a team environment.
8. Understanding of, or willingness to learn about mental health terms and treatments.
9. Interest in learning about the research process and ethical considerations for conducting research with human participants.
10. Ability to work flexible hours on a casual basis over a 6-9 month period.
11. Ability to travel to Tiwi Islands by light aircraft for a minimum of 3 day trips between February and June 2019.
12. A working with children clearance, otherwise known as an OCHRE card or the ability to obtain and maintain one
13. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Approval:

Approved by: Menzies Human Resources

Date: 04.02.2019
