

Reporting to	Research Manager
Direct Reports	Nil
Status	Full-time fixed-term
Location	Parkville, Victoria

1. The organisation

Mental Health First Aid (MHFA) Australia is a national not-for-profit organisation focused on mental health training and research. Our core work is to develop MHFA courses, and train Instructors to deliver these courses to their communities or workplaces. MHFA courses are delivered across Australia and internationally.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

2. Position Overview

Under the direction of the Research Manager, the Research Assistant will assist the Research Manager and Research and Projects Coordinator to deliver MHFA's annual Research & Evaluation Program of work.

The role covers a number of areas, including but not limited to:

- Support with writing ethics applications
- Recruiting participants for research and evaluation studies
- Developing and disseminating online surveys (internal and external)
- Travelling to research sites to collect pre, post and follow-up course data from participants
- Data entry and interview transcription
- Participating in Delphi study research working meetings
- Administrative support
- Participate in related Mental Health First Aid projects
- Other duties as directed by the Research Manager

The role requires close and collaborative working relationships with all staff across MHFA and external stakeholders.

3. Qualifications, Skills and Selection criteria

Essential

- Completion of a degree or equivalent experience in a relevant field
- A commitment to evidence-based practice in mental health
- Demonstrated knowledge of key concepts in social and behavioural research methods, literature searches and data collection
- Demonstrated ability to support the conduct of research or related projects with guidance to achieve project goals and meet agreed deadlines
- Demonstrated ability to support research and evaluation partnerships, and working relationships with key stakeholders
- Experience with statistical software packages
- Knowledge of data analysis and reporting techniques
- Excellent written and verbal communication skills, including the ability to communicate with a range of stakeholders
- Demonstrated ability to work independently and show initiative
- Excellent and demonstrated attention to detail and accuracy with tasks
- Ability to work under pressure, work on multiple initiatives and be highly organised and adaptable
- A team player with a positive 'can do' attitude
- Demonstrated experience using Microsoft Office programs

Desirable

- A high level of academic achievement
- Experience in collaborating on research projects in mental health literacy
- Demonstrated understanding and knowledge of mental illnesses and mental health services
- Knowledge of the methodology of Delphi studies
- Experience in the conduct of online surveys
- Familiarity with the use of SPSS or Stata for statistical analysis
- Experience using Mac OS X

Essential for all roles

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues
- Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A Working With Children Check is required to be obtained upon appointment to the role and maintained thereafter.

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its' contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines and systems of MHFA Australia.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.