

## Job Description



<b>Position:</b>	Research Network Project Officer
<b>Employment Status</b>	Part Time (2-3 days per week)
<b>Classification:</b>	Social Community Health Care and Disability Services Industry Award, 2010
<b>Contract:</b>	End date 28 <sup>th</sup> June, 2013
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	Establishment and maintenance of all aspects of the Mental Health Drug and Alcohol Research Network and research seeding grants scheme.

### Position objective

The Research Network Project Officer is responsible for building the capacity of non-government mental health and drug & alcohol services to engage in research and develop more strategic and long term relationships with researchers.

### Manage and coordinate research network activities

- Develop a suite of workshops and forums to be held throughout the life of the project to foster skill development and promote a culture of research across the sectors, and support the translation of research into policy and practice;
- Establish metropolitan and regional networking activities, such as journal clubs, colloquia to support and promote practitioner and novice researchers across the NGO mental health and drug & alcohol sectors
- Establish a research mentoring program to support novice researchers in the sector

### Establish and maintain relationships

- Facilitate linkages between NGOs, area health services, universities, centre for excellence and other relevant organisations to enable cross sector collaborations and partnerships to build the evidence base for mental health and drug and alcohol community based practice
- Develop linkages between MHDA research network and other research organisations and groups
- Assist agencies to make linkages with research partners
- Work collaboratively with MHCC and NADA team members

### Support consumers and carers

- Support consumers and carers to engage with the network and undertake research

### Provide administration support including grants administration

- Ensure grant recipients articles for the planned edition of the International Journal of Mental Health and Addiction featuring the NGO MHDA research grant projects' are submitted appropriately (support through honorary researcher available to support this deliverable)
- Develop and oversee the seeding grant selection process
- Support agencies and organisations to apply for seeding grants
- Monitor funded seeding grant projects

### Disseminate information in multiple forms and promote the research network

- Develop a quarterly e-newsletter to showcase current research within the sectors, disseminate research and resources to assist research, and to highlight upcoming research events
- Promote research being conducted and advise on potential funding opportunities.
- Enhance the MHCC and NADA websites to include:
  - detailed research information and tools and resources to assist in undertaking research

- funding library
- space for researchers to showcase and promote their research
- catalogue past research projects
- useful links
- Establish an email list server to facilitate group discussion amongst network members and provide a vehicle for dissemination of information and resources
- Gather evidence on the value of practitioner based research and promote to the mental health and drug and alcohol sectors
- Promote the seeding grant scheme to the sectors
- Disseminate information on the MHDA Research Network and seeding grants scheme to the research community

#### **Establish mechanisms to ensure the sustainability of the research network**

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#### **Plan, monitor, review and report**

- Review project plan for the research network and seeding grants scheme
- Assess the needs of the non-government mental health and non-government drug and alcohol sectors in building research capacity
- Undertake ongoing planning, monitoring and reviewing of the research network to ensure appropriate development and identification of new areas of need
- Undertake ongoing planning, monitoring and reviewing of the seeding grants scheme to ensure appropriate development
- Prepare reports on the research network and seeding grants scheme for NSW Health as required
- Attend and report to Steering Committee
- Prepare other reports as required

#### **General responsibilities**

- Actively engage with other team members in continuous improvement of MHCC
- Undertake professional development to ensure competencies remain current with industry standards
- Meet regularly with the CEO to provide updates on outcomes, briefing on issues and supervision
- Attend/ participate in industry forums as required
- Maintain awareness and knowledge of contemporary operational theory and methods and provide suitable interpretation to the CEO, Board and staff within the organisation.
- Support MHCC to prepare for audits, and other governance requirements
- To understand the aims and objectives of MHCC
- To promote the profile MHCC and the LDU in a positive light at all times
- To provide comprehensive reports to the CEO as requested.
- To provide regular reports to the Board via the CEO on a regular basis
- To abide by the MHCC Policy and Procedures Manual at all times and workplace/ legislative requirements
- To abide by the Code of Conduct Agreement
- To ensure the practice of Occupational, Health and Safety (OH&S) Standards are maintained by staff and self
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, OH&S, VET)
- To participate in an annual performance appraisal
- To seek formal supervision if required
- Use equipment provided in a professional manner
- Other duties as directed by the CEO