

# Position Description

## Position details

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<b>Position title</b>	Research Officer
<b>Site</b>	SANE Australia – Melbourne Office – Southbank Victoria 3006 Australia and the Melbourne School of Psychological Sciences, the University of Melbourne
<b>Team/department</b>	Research, Policy and Programs
<b>Employment status</b>	Full-time
<b>Employment type</b>	Fixed Term Contract to 30 June 2021, with the opportunity for extension.
<b>Start date</b>	Immediate. March 2019.

## Reporting relationships

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**Reports to** Head of Research and Evaluation

**Works under the Direction of** Research Lead – National Stigma Report Card

**Review managed by** Head of Research and Evaluation

## Position purpose

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### **Background** **About SANE Australia**

SANE Australia is a national mental health organisation working to promote the wellbeing of the four million Australians affected by complex mental illness, including schizophrenia, bipolar, personality disorders, eating disorders, PTSD, and severe and enduring mood and anxiety disorders.

Our Vision: An Australia where everyone affected by mental illness lives a long and fulfilling life

Our Mission: Promoting the wellbeing of people affected by complex mental illness

Our Values: Respect - Responsibility - Innovation - Collaboration - Celebration

### **About the Anne Deveson Research Centre**

In 2018, SANE Australia established the Anne Deveson Research Centre (ADRC) to promote social outcomes for Australians living with complex mental health problems, their family, friends and colleagues.

The ADRC is unique in that it aims to bring together researchers from a range of backgrounds and disciplines with a non-government organisation (SANE Australia) and other sector and industry partners, to explore these complex challenges in a cohesive way.

Importantly, the ADRC will also actively engage people with lived experience of complex mental illness as researchers, co-designers of new approaches, and as experts in their own experiences.

**Position Purpose**

The Research Officer will support the Research Lead – National Stigma Report Card to ensure the flagship initiative of the Anne Deveson Research Centre (ADRC), the National Stigma Report Card, is executed successfully.

The National Stigma Report Card seeks to understand how Australians living with complex mental illness experience stigma and discrimination in order to catalyse positive change across a range of domains including housing, education, employment and health services.

7000 Australians living with complex mental illness will be surveyed about their experiences of stigma and discrimination, which will provide a baseline by which changes in stigma and discrimination can be assessed over time at a national, state and regional level. This will be the largest survey of its kind conducted in Australia to date.

By participating in the development and implementation of this research project, the Research Officer will significantly contribute to the ADRC’s goal of driving better social outcomes for those living with complex mental illness.

This project is being conducted in partnership with the Paul Ramsay Foundation and the School of Psychological Sciences. The Research Officer will be based part-time at SANE and part-time at the Melbourne School of Psychological Sciences.

## Accountabilities and key performance indicators (KPIs)

Accountability	KPIs
Development of appropriate tools for measuring stigma and discrimination	Work under the direction of the National Stigma Report Card Research Lead to: <ul style="list-style-type: none"> <li>• Conduct systematic literature reviews to inform Report Card project methodology.</li> <li>• Develop a Delphi consensus study, in order to determine appropriate measures for stigma and discrimination.</li> </ul>
Conduct of National Survey and development of National Stigma Report Card	<ul style="list-style-type: none"> <li>• Prepare protocols, ethics applications and liaison with HREC where relevant.</li> <li>• Contribute to the development of a data analysis plan and to the conduct of the analysis</li> <li>• Contribute to the preparation of manuscripts for publication</li> <li>• Support the Research Lead in the development of processes associated with stakeholder meetings and teleconferences for the National Stigma Report Card project.</li> <li>• Work collaboratively to ensure high levels of engagement across the National Stigma Report Card Team to assist in achieving objectives.</li> </ul>
Other Project Work	<ul style="list-style-type: none"> <li>• Support the compilation of project reports for internal and external stakeholders, including the SANE Australia Board and funders.</li> </ul>

Accountability	KPIs
	<ul style="list-style-type: none"> <li>• Provide proactive administration support to research activities, including desktop publishing support.</li> <li>• Maintaining research database, Mendeley reference library, research subscriptions, coordinating and preparing materials for meetings with external stakeholders.</li> </ul>
People & Culture	<ul style="list-style-type: none"> <li>• Embrace the SANE Australia values in everything you do</li> <li>• Maintain respectful relationships and communications with all SANE Australia team members, partners and supporters.</li> <li>• Value the strengths of team members, partners and supporters, contributing to an environment where all strengths are valued.</li> <li>• Support the partnership between the School of Psychological Sciences at the University of Melbourne and SANE Australia.</li> </ul>

## Position dimensions

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### Direct reports

None

## Key internal and external stakeholders

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### Stakeholder

#### *External stakeholders*

People affected by complex mental illness

Philanthropic Funders

Government Departments

Non-Government Organisations and Service Providers, including Primary Health Networks

#### *Internal Stakeholders*

CEO, SANE Australia

Deputy CEO, SANE Australia and Director, Anne Deveson Research Centre

SANE Australia Operations, Development, Service Delivery, Digital and Communications Teams

SANE Peer Ambassadors

## Selection criteria

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### Qualifications

#### Essential

Postgraduate qualification in psychology, social work, social science, social policy, public health, health promotion or a related field.

#### Experience

- Demonstrated skills in literature review, stakeholder / key expert interviews and other data gathering methods
- Demonstrated skills in data cleaning, management and analysis.
- Demonstrable skills and experience building rapport with key stakeholders, including people with lived experience, establishing strong working relationships to enable clear and effective communication.
- Proven high level written and verbal communication skills including the ability to produce comprehensive professional written documents and presentations of an outstanding quality
- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy
- Proven ability to work as a member of a team as well as autonomously without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated proficiency in the effective use of computer applications and technology (e.g. Microsoft for Mac OS X, Mendeley Reference Management Software ,online survey software (Qualtrics), data management and analysis software)
- Previous experience in a similar role and/or a similar non-profit or research environment

## Capabilities

- Ability to work independently and in a team environment
- High level of attention to detail and accuracy, with the proven ability to prepare consistently high-quality documentation.
- Ability to communicate effectively to a diverse group of key stakeholders.
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.
- A commitment to reducing stigma and discrimination and promoting social outcomes for people affected by complex mental illness
- An understanding of the role of multidisciplinary research in driving social change
- Knowledge of and commitment to meaningfully involving with people affected by complex mental illness
- Ability to work independently, and also cooperatively and effectively in a team environment; is skillful in fostering collaborative relationships with peers and cross-functionally
- Strong business skills including analytical and negotiation skills
- Outcomes-focused – has a strong sense of accountability for delivering results, driven to deliver quality work within budgets and deadlines
- Strong ability to quickly crystallise thinking and recommendations into concise work plans and prioritise work effectively with acute attention to detail
- Project management – ability to use a framework to establish clear and strategic project goals, adequately plan and resource to deliver projects start to finish within budget and timelines
- Adaptable and flexible – is comfortable dealing with ambiguity, handling risk and implementing change; can shift gears comfortably
- Intellectually curious – demonstrates a commitment to ongoing learning and development with a growth mindset that is applied practically in terms of continuous improvement and innovation
- Demonstrates self-insight and is receptive to 360° feedback

## How to Apply

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To apply, please send a cover letter, a statement against the Qualifications and Experience criteria listed in the position description and a copy of your resume to [hr@sane.org](mailto:hr@sane.org) by close of business Monday 25 February 2019. Only applications which address these key selection criteria will be accepted.

Enquiries can be directed to:

Dr Michelle Blanchard  
Acting CEO, SANE Australia  
Director, Anne Deveson Research Centre  
Honorary Senior Fellow, School of Psychological Sciences, University of Melbourne  
[Michelle.Blanchard@sane.org](mailto:Michelle.Blanchard@sane.org)