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<b>Position:</b>	General Research Assistant - Fixed Term Part Time: <ul style="list-style-type: none"><li>• 1.0EFT to 1 June 2021</li><li>• Minimum 0.4EFT 1 June 2021 - 30 June 2023</li></ul>
<b>Reports To:</b>	Director, National Centre for Farmer Health (NCFH) via NCFH Researcher
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement
<b>Minimum Qualifications:</b>	Bachelors Degree or above in health, agriculture or related field

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## **ORGANISATIONAL MISSION, VISION AND VALUES:**

### **Our Mission**

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

### **Our Vision**

Creating healthier communities

### **Our Values**

#### **Integrity**

- We will be open and honest and will do the right thing for the right reason.

#### **Innovation**

- We will be an industry leader by breaking new ground and improving the way things are done.

#### **Collaboration**

- We will actively work together in teams and partnerships.

#### **Accountability**

- We will take personal responsibility for our decisions and actions.

#### **Respect**

- We will value all peoples' opinions and contributions.

#### **Empathy**

- We will endeavour to understand other peoples' feelings and perspectives.

## **PRIMARY OBJECTIVES:**

The appointee will be required to assist in a range of research and service projects undertaken by the NCFH, under the direction of research staff. The appointee's role will include day-to-day administration of research, contributing to applications for research funding, applications for ethics, data collection and analysis, writing for dissemination, peer-reviewed publication, reporting requirements, and assisting or presenting findings with conference and community presentations. The appointee will promote the National Centre for Farmer Health and its partners Deakin University and Western District Health Service, and grow and support links and partnerships with industry and community.

## **DUTIES AND RESPONSIBILITIES:**

The appointee's duties and responsibilities will include:

- Acting as a research assistant for NCFH research projects;
- Assisting in planning and implementing research activities;
- Assisting to promote research and recruitment of participants;
- Coordinate data collection under supervision of research staff;
- Monitoring quality standards of practice through the research project; ie calibration of research equipment, maintaining research records;
- Liaising with farming community members, industry bodies, health professionals, and other relevant external bodies;
- Preparing resource materials;
- Acting as a resource person for other staff members;
- Collecting data and liaising with, and coordinating data collection with partnering services;
- Attending—and contributing to—training or meetings associated with research projects including acting as secretary;
- Participating with colleagues in developing and maintaining links with industry and the wider community;
- Undertaking appropriate administrative tasks (e.g. ethics) required for a range of research projects;
- Contributing to the dissemination of research findings including newsletters, reports to stakeholders and funding bodies, conference presentations and peer-reviewed publications.

## **POSITION DIMENSION**

The National Centre for Farmer Health is a research, service delivery and education centre that provides national leadership to improve the health and wellbeing of farm workers, their families and farming communities across Australia. The Centre is a partnership between Western District Health Service and Deakin University and is based in Hamilton, Western Victoria.

The vision of the National Centre for Farmer Health is *to make a difference to farmers' lives*. The NCFH achieves this through inspiring quality education, research and service delivery through innovative partnerships that advance agri-health locally and globally.

The mission of the NCFH is exemplified by five key goals:

### **1. Sustainable Business Development through specific programs;**

- AgriSafe™, an occupational health and safety program specifically aimed at farming populations that includes physical health, wellbeing and farm safety aspects.
- Sustainable Farm Families™, an award winning and evidence based program structured on knowledge and skill building to promote long term lifestyle and work safety changes in farming families.

### **2. Professional Training and Education** delivered to health and agricultural professionals working in farming communities. This includes the Graduate Certificate of Agricultural Health and Medicine in partnership with Deakin University.

### **3. Applied Research and Development** that improves the evidence base on effective interventions that make a difference to farmers' lives.

### **4. Reputation and Reach** through providing a web-based information and advisory service specific to farmer health that is recognised nationally and internationally, including an online safety shop.

### **5. Governance** with a commitment to work together with health services, universities, governments and farmers to grow the NCFH.



## **SELECTION CRITERIA**

### **Qualifications:**

#### Essential:

- Bachelor Degree or above level qualifications in the field of health, agriculture or related discipline

### **Knowledge and Skills:**

#### Essential:

- Organisational, data collection and reporting skills;
- Demonstrated ability to prioritise work;
- Good oral and interpersonal communication skills, with the ability to deal with a wide range of people and interests, and to work as a member of a team;
- A demonstrated ability to work independently, under the direction of supervising staff;
- A demonstrated understanding of the principles of anti-discrimination, equity, occupational health and safety and other relevant legislation, and the willingness and capacity to implement equal employment opportunity and occupational health and safety plans, policies and programs;
- Ability to organise tasks associated with research or service projects to a high standard and to tight timelines and budget constraints;
- High level of competence in use of computer and software products including word processing preferred;
- Demonstrated commitment to Equal Opportunity principles and practices.
- Ability to speak and present in public and present the NCFH in a positive light

#### Desirable:

- An understanding or involvement in the Australian farming sector;
- Experience in project administration

### **Experience and skills:**

#### Essential:

Demonstrated experience in:

- Working as part of a team;
- Liaising with industry and building a receptive and encouraging environment.

#### Desirable:

- Familiarity with, and demonstrated skills in, use of social media;
- Specimen collection, coordination, coding, and care of research equipment.

### **Personal Qualities**

#### Essential:

- Demonstrated personal qualities of innovation, initiative and high motivation.
- Ability to work independently and as part of a team.

#### Desirable:

- Demonstrated personal quality of leadership.

## **LOCATION OF WORK**

The primary location of the NCFH is Western District Health Service, Hamilton. Some travel and periods of work off-site may be required (vehicle provided where travel is required).

**OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES:**

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

**INHERENT PHYSICAL REQUIREMENTS:**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

- Sitting, standing, bending, reaching, holding
- Computer work, data entry
- General clerical duties

<b><u>1 Nursing / Patient Care Role</u></b>	<b><u>2. Maintenance / Hotel Services Staff Role</u></b>	<b><u>3 Clerical / Administration Role</u></b>
<ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste,</li> <li>▪ <b>shift work in most roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste,</li> <li>▪ <b>shift work in some roles</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing,</li> <li>▪ <b>shift work in some roles</b></li> </ul>



## OTHER REQUIREMENTS

- Current driver's licence is required for this role
- Some travel and after hours work may be required in this position
- Current police check is required for this role

## **Note to all employees**

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:	Susan Brumby		04/06/2018
Department Head:			
Employee:			

<b>Position code:</b> <i>People, Culture &amp; Development Department use only</i>	NCFH_RA_JD25
<b>Date revised:</b> <i>People, Culture &amp; Development Department use only</i>	Jun-18