



Position:	Research Assistant (Full Time, Fixed Term 6 months)
Reports To:	Director – National Centre for Farmer Health via Senior Research Staff
Award:	Research Assistant (HS1)
Minimum Qualifications:	Bachelors Degree or above in health/mental health, agriculture or related field

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.

THE NATIONAL CENTRE FOR FARMER HEALTH (NCFH):

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

The vision of the National Centre for Farmer Health is *Making 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 vision of the NCFH is exemplified by five key pillars:

1. Education and Training

Teach and learn from the rural community

2. Research and Innovation

Facilitate research that makes a difference to farmers' lives

3. Reputation and Reach

Recognised for excellence, nationally and internationally

4. Business Development

Maximise our endeavours to provide value

5. Governance

Committed to working with stakeholders to grow NCFH

PRIMARY OBJECTIVES:

The NCFH is conducting 2 Rapid Reviews seeking to improve understanding of (i) Agriculture-dependent community resilience, and (ii) Influences on safety culture in agriculture. We require a Research Assistant to work in coordination with Deakin library and NCFH research staff to (i) identify, collate and interpret relevant peer review and grey literature, and (ii) contribute to the reporting of findings to meet funding and peer-review milestones. Project deliverables are to be achieved within tight timelines and will require a candidate with demonstrated experience in conducting literature reviews and reporting outcomes for a range of audiences.

Key Relationships

Internal	<ul style="list-style-type: none">• The appointee will work with support, guidance and / or direction from staff classified as Research Fellows (Level B) and above. The Research Assistant reports to the Director of the National Centre for Farmer Health through the relevant Research Supervisor (Senior Research Fellow and other Senior Research Staff).• NCFH is based at the Western District Health and the Research Assistant will need to liaise as necessary with WDHS and Deakin University staff to carry out the responsibilities described in this position description.• The Research Assistant will attend meetings associated with the Rapid Reviews
External	<ul style="list-style-type: none">• In the course of carrying out their responsibilities, the Research Assistant may need to communicate with relevant staff from the Victorian Government Department of Health and Agriculture Victoria, as well as stakeholders involved in service delivery.

Key Accountabilities

- Actively monitor and meet required scope, goals and deliverables associated with the Rapid Reviews.
- Work independently to strict timelines.
- Work collaboratively with Project Coordinator, library staff and other NCFH Research Staff to identify, collate, interpret and analyse relevant peer-review and grey literature.
- Make a significant contribution to reporting on the outcomes of the review in reports (and associated translational communications materials) for the funder and for peer-review publication.
- Participate in and document Project team meetings
- Support the Project team to ensure that all critical tasks are performed on time and to a high quality

DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS

Essential:

Tertiary qualifications and/or experience in an appropriate discipline such as health/mental health, agriculture or related discipline

EXPERIENCE and/or SPECIALIST KNOWLEDGE

Essential:

- Demonstrated expertise in conducting and reporting literature reviews (incorporating peer review and grey literature).

- Proven capability to work positively, effectively and conscientiously independently, AND as part of a collaborative work team, and to accommodate and work well with different working styles where required
- Demonstrated ability to organise and plan, and to meet demands and deadlines, along with the ability to adapt to changed priorities and when necessary, to new ways of doing things
- Demonstrated ability in critical thinking and problem solving skills with a solutions-oriented mindset to ensure the project success
- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate verbal, written and online communications that are appropriate for their intended audience
- Demonstrated experience in the use of relevant software including Endnote and Covidence (or other systematic review management software).

Desired:

- Experience in complexity and balancing competing demands
- Experience in the Health sector
- Experience in rural health/agriculture

Other Requirements

- The applicant will be based at the National Centre for Farmer Health (Western District Health Service) for the duration of this position
- Current police check is required for this role

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:

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

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		
Department Head:			
Employee:			

Position code: <i>People, Culture & Development use only</i>	
Date revised: <i>People, Culture & Development use only</i>	

When revised please forward electronic copy to:
 People, Culture & Development Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)