# RESEARCH MANAGER

## MAY 2024

## POSITION SUMMARY

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| Location: | Hybrid – Parkville and remote |
| Functional area: | Orygen Digital |
| Classification/ Salary: | $115,000- $125,000 commensurate with skills and experience + 11% super + access to $15,900 NFP salary packaging |
| Job level: | Level 4 |
| Reports to: | Head of Research, Orygen Digital |
| Employment type: | Full-time (1.0FTE) |
| Employment length: | Ongoing |

| Direct reports | - | Indirect reports | - |
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## POSITION PURPOSE STATEMENT

The Research Manager will facilitate and support the delivery of Orygen Digital's research activities surrounding the implementation and use of the MOST platform across youth mental health services nationally.

This role will manage the timely and effective execution of data collection, analysis and reporting activities while also supporting a team of Orygen Digital researchers as well as creating strong collaborations across the wider Orygen Digital team.

The Research Manager will have primary responsibility for ensuring the coordination of MOST research projects and will be responsible for key administrative functions.

This position will require skills and experience in project management, research data collection and management, ethics processes and stakeholder engagement. The Research Manager will be an excellent communicator and comfortable managing multiple tasks, while being a strong team player with an aptitude for problem-solving. They will be expected to work with a high degree of autonomy under the general direction of the Head of Research, Orygen Digital.

**About Orygen Digital**
Orygen Digital, the fast-growing digital mental health division of Orygen, aims to revolutionise all youth mental health care, bringing together the best of technology, research, innovation and clinical services to support young people.

**REVOLUTION IN MIND**

## POSITION FOCUS

|   | Key responsibility area | Percentage |
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| 1 | Research program management | 60% |
| 2 | Research analysis and output | 30% |
| 3 | General support and teamwork | 10% |

## POSITION KEY RESPONSIBILITY AREAS

**1. Research program management**

- Work closely with Orygen Digital MOST researchers to coordinate research projects, activities, and research experiments as required (including liaising with relevant teams) and ensure key milestones are met.

- Manage and maintain a database (Confluence) of current research projects and their status, grant opportunities/applications, publications, and presentations, and monitor progress and success rates and prepare regular reports for internal and external stakeholders.

- Manage and maintain a database (Confluence) of salient external publications in the broader digital mental health literature to ensure MOST aligns with world's best practice.

- Manage the ongoing secretariat duties to the MOST Research Committee, including preparing agenda, minutes, collating papers, tracking projects on project management software (Confluence), following up action items and coordinating other committee activities.

- Produce quarterly reports on research performance as directed by the Head of Research for Orygen Digital Leadership.

- Develop close relationships with other Orygen Digital teams to maintain continued understanding of service delivery activities and priorities and the potential implications for research activities.

- Support the development and execution of the research strategy of MOST (including KPIs and methodologies).

**2. Research analysis and output**

- Assist in the statistical analysis and interpretation of data for research projects and internal evaluation/ quality improvement projects including generating actionable insights that inform the ongoing improvement of MOST.

- Manage, coordinate, and supervise research data collection via Redcap and perform analyses against KPIs.

- Manage the collation, summarisation, and dissemination of research outputs regarding insights and knowledge in relation to MOST's reach, uptake, engagement and effectiveness for the benefit of relevant Orygen Digital teams (leadership, product, content, clinical and strategy teams).

- Assist with the preparation and coordination of presentations and publications.

- Lead and/or support scientific publications related to Orygen Digital activities.

- Support the development of competitive grant applications as relevant.

- Apply for ethics approvals as required and liaise with ethics committees including reporting and seeking amendments as needed.

**3. General support and teamwork**

- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

- Support Head of Research and Chief, Orygen Digital with other tasks reasonably requested.

## EDUCATION / QUALIFICATIONS

| Essential | • Postgraduate qualifications in mental health or other relevant field. |
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| Desirable | • PhD in a relevant area including digital mental health, mental health or health sciences. |

## EXPERIENCE / SKILLS

| Experience / skills | **Essential**<br>• Highly developed skills and extensive experience in mental health research project management, including attention to detail and ability to plan and organise own time and that of others to prioritise tasks and achieve project outcomes.<br>• Demonstrated ability and experience to analyse quantitative/qualitative data and to generate practical insights from that data using appropriate statistical analysis software (e.g. REDCap, SPSS, R, SAS).<br>• Highly developed verbal and written communication skills (including external and internal communication skills), with an ability to build and maintain effective relationships with a wide range of key stakeholders (internal and external) and work collaboratively.<br>• Highly developed written skills including producing or contributing to scientific papers, competitive grants, and research reports.<br>• Demonstrated track record in independent or team-based research in a health, social service and/or youth context.<br>• Demonstrated experience preparing ethics submissions and liaising with external ethics committees.<br>• Demonstrated ability and relevant experience to support the production of high-quality research outputs such as peer reviewed journal articles and conference presentations.<br><br>**Desirable**<br>• Demonstrated experience and expertise in mental health service evaluation and/or novel evaluation frameworks in digital products.<br>• Experience with Atlassian project and knowledge management tools, Jira and Confluence. |
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| Personal attributes | • Capacity to work independently and responsively within scope and at pace to manage competing priorities.<br>• Strong collaboration skills.<br>• Keen eye for detail and accuracy. |

## KEY RELATIONSHIPS

| Internal | • Research team members.<br>• Strategy & Operations team members.<br>• Other internal Orygen Digital teams. |
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| External | • Research collaborators.<br>• External evaluators. |

## SPECIAL REQUIREMENTS

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| • Unrestricted right to live and work in Australia.<br>• A current National Police Check will be required. |

- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.
- You may be required to work across more than one of Orygen's sites.
- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Occasional out of hours, evening and/or weekend work may be required.

## SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:
- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

## ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

| Name | [insert name] |
|---|---|
| Signature | [insert signature] |
| Date | [insert date] |