

POSITION DESCRIPTION

POSITION TITLE:	Research Officer/Fellow – Education and Training
DIVISION:	Directors Division
CLASSIFICATION:	Classification will be dependent on experience. But will be as per proposed NARI Ltd Enterprise Agreement, 2018
REMUNERATION:	Remuneration will be dependent on experience. plus Employer Superannuation Contribution 9.5% plus generous Salary Packaging
EMPLOYMENT TYPE:	0.6 – 1.0 EFT, Fixed Term
CONTRACT DURATION:	12 months with the potential for extension
NORMAL HOURS:	8.45 am-5.06 pm with 45 min lunchbreak (or as negotiated)

THE INSTITUTE – PLACE OF WORK

The National Ageing Research Institute (NARI) is an independent, non-profit, medical research organisation recognised internationally as a centre of excellence in gerontology and geriatrics research. The Institute provides clinical, psycho-social, health services and public health research specifically directed at older people and also has a major focus on translational research. The mission of the Institute is to improve the life and health of older people through research into ageing.

POSITION SUMMARY

The position is based within the Director's Division of the Institute. The Research Officer/Fellow will work on projects within their Division, depending on the needs of the Division and the successful applicant's experience.

The key responsibility of this position is to develop and deliver a training program for homecare workers as part of the Promoting Independence Through quality dementia Care at Home (PITCH) project, a project that aims to improve outcomes for people with dementia and their paid and family carers by co-developing and testing an evidence-based dementia specialist training program for community dementia care. The role involves development of the final program, based on the co-design process conducted already, delivering the training program to home care workers, monitoring the fidelity of the intervention, and collaborating and liaising with the team. The education and training sessions will run approximately 12 times in Victoria and NSW plus top-up training for new staff.

The training program will be formally evaluated via a stepped-wedge cluster randomised controlled trial with our partner home care providers to investigate the program's impact on both care recipient outcomes (independence, wellbeing, and quality of life) and carer (both paid and unpaid) outcomes (burden of care, resilience and service satisfaction). The project also includes a health economic

evaluation to determine the cost effectiveness of the program including outcomes for the service organisations.

The position may also involve the development and implementation of educational resources across a range of NARI projects.

LINE MANAGEMENT

The position has a direct reporting relationship to the Division Director and Project Team Leader who will be responsible for day-to-day supervision.

KEY DUTIES

- Preparing and delivering education and training sessions (for the PITCH project, multiple times in Victoria and NSW), and providing top-up training for new staff as required
- Assist with recruitment and consent of home care workers, people with dementia, and family carers.
- Assist in organising forums, workshops, information sessions
- Assist with website design and maintenance.
- Development and implementation of educational resources/projects across a range of NARI projects
- Actively promote NARI's research in relevant areas through a variety of avenues
- Contribute to the overall development of the Division as an active member of the team, including participation in project development
- Participate in the professional development and staff development activities of the Institute as required. This includes liaison with relevant staff from other divisions
- Proposal development in collaboration with other NARI staff and/or external partners
- Effective project implementation including:
 - Reviews of currently available publications, resources and peer reviewed literature
 - Consultation with key stakeholders and field representatives using a variety of techniques including surveys, individual interviews and consultation forums or focus groups
 - Establishment and management of project data bases
 - Co-ordination and analysis of project data
 - Completion of relevant project documentation
 - Report writing and preparation, including use of IT modes of delivery as appropriate
 - Mentoring and supervision to junior staff within the Division

QUALIFICATIONS

Essential

- Bachelor degree in a health-related field
- Experience in education/ training in health or aged care sector

Desirable

- Post graduate qualification in education/ training field

SELECTION CRITERIA

Essential

- Excellent verbal and written communication skills: written and spoken English, including experience in presentation at forums and meetings
- Demonstrated experience in delivering training and education programs
- Demonstrated ability to liaise and work with diverse groups of stakeholders, including staff at senior levels, experts and care providers
- Capacity to work in partnership with other organisations
- Demonstrated capacity to work independently to complete tasks and collaboratively, as part of a team
- Demonstrated high level of administration and organisational skills
- Demonstrated competence with a range of software and IT applications including websites, word processing, spreadsheets, databases
- An interest in older people/research into ageing or health care services
- Driver’s licence required

Desirable

- Demonstrated experience in the conduct of research and evaluation
- Track record in publications
- Experience in a human services or academic organisation
- Knowledge and understanding of the aged care system
- Knowledge of best practice and/or quality assurance practices relevant to aged care
- Demonstrated track record in a similar research environment

Approved:

Date:

Director’s Division Director

The employee’s signature indicates having read, understood and accepted this Position Description.

.....

...../...../2018

Employee Signature

.....

Employee Name (please print)