



North Metropolitan Health Service  
**Job Description Form**

HSS Registered December 2018

**Research Officer (Translational)**  
**Health Salaried Officers Agreement: Level G6**  
**Position Number: 601596**  
**Clinical Research Centre**  
**North Metropolitan Health Service - Mental Health**

**Reporting Relationships**

Executive Director - NMHS Mental Health, Public Health, Dental Services  
 Position Number: 008226



Deputy Executive Director – NMHS MH  
 Position Number: 601168



Manager / Director, Clinical Research Centre  
 Position Number: 601358



**This Position**



← Also reporting to this supervisor:

- Other project staff at the Clinical Research Centre

Directly reporting to this position: n/a

Other positions under control

Title	Classification	FTE

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**Prime Function / Key Responsibilities**

Undertakes special programs and projects relating to Mental Health Services planning, design, analysis, development and evaluation.

**Brief Summary of Duties (in order of importance)**

**1. Planning, implementation, reporting and evaluation**

- 1.1 Undertakes relevant research and analysis required to address project implementation and review.
- 1.2 Assists with data management, research, development and evaluation of service delivery models and related mental health issues as directed.
- 1.3 Prepare reports, briefing notes and project plans consistent with project management outcomes.
- 1.4 Assists with planning and operational issues, including facilitation of organisational change associated with achieving project outcomes.
- 1.5 Undertakes discrete tasks and activities in response to project outcomes and mental health service delivery issues.
- 1.6 Consults and works with key stakeholders, including service providers, consumers, carers and families to facilitate input into service planning and achievement of project outcomes.
- 1.7 Consults and works with service providers on developing strategies that address issues and practices relating to service delivery in the community.
- 1.8 Acts as a specialist resource to NMHS MH service staff and other stakeholders to support the planning and implementation of project outcomes.
- 1.9 Assists with the planning, development and negotiation of service agreements in relation to project outcomes as required.

**2. Communication with stakeholders**

- 2.1 Liaises with and assists the relevant working party on strategies, plans and issues relating to the planning, implementation and evaluation of the project.
- 2.2 Assists with the planning and implementation of communication strategies to ensure that all relevant stakeholders are kept informed about the progress of the project.
- 2.3 Liaises and negotiates with other departments, regional mental health services, non-government agencies and the private sector to assist with the achievement of project outcomes.
- 2.4 Undertakes other duties as required.

**3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**4. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. A good understanding of health (including mental health) and disability services.
2. Training and experience in health/social services research and/or program development.
3. Demonstrated statistical analysis and data management skills.
4. Well-developed interpersonal and written communication skills including demonstrated report writing.
5. Well-developed analytic, conceptual and pragmatic problem solving skills.
6. Good time management skills and the ability to work with minimum supervision.
7. Current "C" or "C-A" class driver's license.

### **Desirable Selection Criteria**

1. Tertiary or professional qualifications in a relevant discipline.
2. Experience in data and information management.
3. Understanding in research governance processes in WA Health.
4. Translational research experience, and particularly in the area of health interventions.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Evidence of current "C" or "C-A" class driver's licence.

## **Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### **Manager/Supervisor**

Name: Milan Dragovic  
Signature/HE: HE77344  
Date: 2 May 2018

### **Dept./Division Head**

Name: Robina Redknap  
Signature: HE77860  
Date: 2 May 2018

### **Position Occupant**

Name: Tammy Hall  
Signature: HE58206  
Date: 2 May 2018