



Position Title:	Research Manager	Effective Date:	12 July 2021
Hours:	Full time (37.5 hours per week)	Line Management to:	Chief Operating Officer
Location:	To be negotiated with successful applicant	Supported by:	TBA
Benefits:	\$130,000 per annum, plus superannuation and salary sacrifice options		

This position

The Westerman Jilya Institute for Indigenous Mental Health (the Institute) is a recently incorporated Aboriginal Community Controlled Organisation, registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

The Research Manager will be a registered psychologist with a strong track record of complex multivariate, data-based research and evaluation. They will be responsible for overseeing Jilya's research focused Indigenous mental health suicide prevention and criminogenic research and evaluation. They will work with the Jilya Board and the Chief Operating Officer to oversee the advancement of research and evaluation priorities; be capable of undertaking complex, psychometric test validation and analysis; be familiar with psychometric test development and validation; supervising and supporting psychology students at honours, masters and PhD levels and form partnerships with Universities to ensure the data driven advancement of research. In addition, they will have the ability to form relationships with the Indigenous sector to ensure ongoing data collection, determination of causal pathways, treatments of best practice and design of early intervention and prevention programs.

This position reports to the Chief Operating Officer.

Key Responsibilities

Board governance and reporting:

- Responsible for leading in a way that supports the organisation's strategic direction and vision as defined by the Board of Directors.
- Report to the Institute Board of Directors on achievements in relation to the strategic objectives and set the work plan for research.
- Prepare reports on research and evaluation outcomes achieved for the Institute's Board of Directors, members and stakeholders.

Finance:

- Supports the Chief Operating Officer to establish an annual budget.

Human Resources:

- Responsible for maintaining a highly functioning workplace and ensuring the values of the organisation are reflected in the workplace.
- Responsible for the support and mentoring of Jilya psychology scholarship recipients, including research supervision.
- Responsible for establishing relationships with universities for the purpose of ensuring pastoral and other support for students.
- Responsible for establishing relationships with organisations for the purpose of joint research collaboration and to provide support for program evaluation and ongoing data collection.

**Operations:**

- Responsible for all aspects of determining the research priorities of the Institute.
- Oversee the establishment and cleaning of extensive data sets and for coding, analytical and publishing purposes
- Develop research partnerships to ensure that the research priorities of the Institute are advanced
- Identify and develop research grants consistent with the research priorities of the Jilya Institute.
- Ensure that the administrative requirements of the Institute are aligned to best practice research, ethics and governance.
- In accordance with the Performance Development Planning and Review Policy (under development), develop a Work Plan that aligns activities and tasks with the Institute's strategic priorities and operational plans.

Communication and marketing:

- Ensure that research institutions and students are involved in campaign launch events.
- Build and maintain effective communication with Institute stakeholders from a research and scholarships perspective.
- Develop and support opportunities for advancement of the Institute's research through publications, conference presentations and undertaking media to promote research and outcomes for the Institute and students.

Occupational Safety and Health - Safety and quality systems:

Staff have a 'duty of care' responsibility for safety and health at the workplace. Under Section 20 of the *Occupational Safety and Health Act 1984*, your 'duty of care' means that you must:

- Work safely to ensure your own safety and health;
- Make sure your actions do not cause injury or harm to others;
- Follow instructions on safety and health and abide by Police and procedure and ask for assistance if you do not understand the information;
- Report any hazards, injuries or ill health to your line supervisor; and
- Cooperate when you are required to do something for safety and health at the workplace.

Other:

- Other duties as reasonably requested by the Chief Operating Officer or Board of Directors.
- Demonstrate a commitment to your own continued Professional Development as per the CPD requirements for continued registration as a psychologist.
- Efficient use and maintenance of the Institute's materials and equipment.
- Respond to, action and record any complaints and report any problems and suggestions for improvement.

**Selection Criteria:**

1	Psychology Degree at Masters level minimum.
2	High level research leadership at a national and preferably international level including a track record of data driven peer reviewed publications.
3	High level quantitative research skills including the use of inferential statistics, psychometric analysis, multivariate statistics. Candidate must have strong skills in the use of statistical software packages, preferably SPSS, Excel and Word for managing descriptive and other statistics.
4	Experience and skill in working with a Board of Directors and a demonstrated understanding of the operations of a not-for-profit organisation.
5	Strong understanding of University systems and ability to identify research grant partnership opportunities.
6	Solid organisational abilities, including planning, delegating, program development and task facilitation.
7	Be capable of supervising, supporting and mentoring psychology students at undergraduate, masters and PhD level.
8	Strong understanding of mental health, suicide prevention and wellbeing research specific to Aboriginal people.
9	Ability to navigate the complex interfaces with ACCHOs and communities and complex research.
10	Demonstrated levels of cultural competence.
11	Values and attributes that align with the vision and goals of the organisation.

Essential Eligibility Requirements:

The occupant of this position will require the following prior to appointment:

- Registration as a psychologist with AHPRA with preference for Masters, PhD level.
- Current C or A class driver's license.
- Working with Children Check.
- National Police Clearance.
- Be able to travel as required.
- Be available to work outside standard business hours when required.