

## Job Description



<b>Position:</b>	Research Network Coordinator
<b>Employment Status</b>	Part Time 4 days per week (30 hours)
<b>Classification:</b>	Social Community Health Care and Disability Services Industry Award, 2010
<b>Contract:</b>	12 month contract
<b>Responsible for:</b>	Establishment and maintenance of all aspects of the Community Mental Health Drug and Alcohol Research Network (CMHDARN).

### Position objective

The Research Network Coordinator is responsible for building the capacity of community managed (CMO/NGO) mental health and drug & alcohol services to engage in research and develop more strategic relationships with academic researchers and research facilities.

### Manage and coordinate research network activities

- Organise research forums to foster skill and knowledge development and promote a culture of research across the sectors, and support the translation of research into policy and practice;
- Organise reflective practice webinars in accordance with annual plan.
- Sustain and develop the research mentoring program to support novice researchers in the sector
- Establish other relevant networking activities to support and promote practitioner and novice researchers across the community based mental health and drug & alcohol sectors

### Establish and maintain relationships

- Facilitate linkages between CMOs/NGOs, area health services, universities, centre for excellence and other relevant organisations to enable cross sector collaborations and partnerships to build the evidence base for mental health and drug and alcohol community based practice
- Develop linkages between CMHDARN research network and other research organisations and groups
- Work collaboratively with MHCC and NADA team members
- Assist agencies to make linkages with research partners

### Support consumers and carers

- Support consumers and carers to engage with the network and undertake research
- Support organisations to more effectively engage with consumers and carers in their research activities.

### Provide administration support

- Ensure all relevant administrative tasks associated with CMHDARN are completed. This may include the development of agendas, minutes, monitoring and responding to emails.

### Disseminate information in multiple forms and promote the research network

- Maintain the CMHDARN website with up to date information on CMHDARN and relevant events and useful resources and links.
- Write articles for MHCC and NADA publications on request.
- Ensure that current research is showcased in a variety of ways across the sectors, disseminate research and resources to assist research, and to highlight upcoming research events
- Promote research being conducted and advise on potential funding opportunities.

### **Establish mechanisms to ensure the sustainability of the research network**

- Explore options to ensure the sustainability of the research network including ARC Linkage and NHMRC Grants

### **Plan, monitor, review and report**

- Develop in consultation, and review, the project plan for the research network
- Assess the needs of the community based (CMO/NGO) mental health and drug and alcohol sectors in building research capacity
- Undertake ongoing planning, monitoring and reviewing of the research network to ensure appropriate development and identification of new areas of need
- Prepare reports on the research network as required, including accountability reports to funding bodies.
- Attend and report to project Steering Committee and project Reference Group meetings.
- Prepare other reports as required

### **General responsibilities**

- Actively engage with other team members in continuous improvement of MHCC
- Undertake professional development to ensure competencies remain current with industry standards
- Meet regularly with the CEO to provide updates on outcomes, briefing on issues and supervision
- Attend/ participate in industry forums as required
- Maintain awareness and knowledge of contemporary operational theory and methods and provide suitable interpretation to the CEO, Board and staff within the organisation.
- Support MHCC to prepare for audits, and other governance requirements
- To understand the aims and objectives of MHCC
- To promote the profile of MHCC in a positive light at all times
- To provide comprehensive reports to the CEO as requested.
- To provide regular reports to the Board via the CEO on a regular basis
- To abide by the MHCC Policy and Procedures Manual at all times and workplace/ legislative requirements
- To abide by the Code of Conduct Agreement
- To ensure the practice of Workplace Health and Safety (WHS) Standards are maintained by staff and self
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- To participate in an annual performance appraisal
- To seek formal supervision if required
- Use equipment provided in a professional manner
- Other duties as directed by the CEO