

JOB DESCRIPTION



Position Title	Senior Research Fellow – Early Years Initiative	Level	Level C
Reports to (role)	Collaboration Director & Program Head, Development and Education		
Team	CoLab		
Location	Telethon Kids Institute, Northern Entrance, Perth Children's Hospital, 15 Hospital Avenue, Nedlands, Western Australia, 6009		

PURPOSE OF POSITION

CoLab is a partnership between the Telethon Kids Institute and the Minderoo Foundation. CoLab's mission is to bring together families, clinicians, educators, policy makers, other practitioners and researchers to provide evidence to improve service delivery and community capacity to meet the needs of children, families and communities who are experiencing vulnerability. This Senior Research Fellow position will be responsible for providing project management support to the planning, management and conduct of the Early Years Initiative (EYI) research project.

The Early Years Initiative is a commitment to work differently with communities to improve the development, health and learning of children from conception to four years and create lasting change. It is an unprecedented 10-year partnership that will bring together community leaders, government, researchers, business and philanthropic organisations to achieve better outcomes for Western Australian children and families. The Initiative will see the State Government join with Minderoo Foundation and Telethon Kids Institute (through CoLab) to work with four Western Australian partner communities.

The Initiative will empower and support communities to assess the needs of children and families and identify what works best to help their children to thrive, based on evidence and research.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research	<ul style="list-style-type: none"> • Coordinate and undertake research to address the key objectives listed for the Early Years Initiative project including: <ul style="list-style-type: none"> ○ supporting the project team in project planning and monitoring ○ leading the participant recruitment process ○ developing and implementation of data collection protocols 	<ul style="list-style-type: none"> • Timely and cost-effective delivery of research project aims and goals • Recruitment of participants achieved in allocated time frame

<p>Research</p>	<ul style="list-style-type: none"> ○ planning and conducting the data collection process ○ supporting the rapid intervention evaluation implementation and monitoring ○ developing and maintaining the participant database ○ managing confidential data including ensuring data integrity and quality assurance are applied ○ assisting the Project Leader in the preparation and submission of ethics applications and annual reports ○ assisting the Project Leader in reporting related to the project ○ managing project support staff ○ providing training to community/service provider data collectors <ul style="list-style-type: none"> ● Operationalisation of key high-level research strategy into processes and procedures that meet the needs of stakeholders. ● Providing advice regarding data collection and storage management with regard to legislative, operational and ethical requirements. ● Undertaking an ongoing review of the evidence related to the early childhood research and models of good community practice ● Leading the design of new research projects and evidence-informed programs to address early childhood research ● Publishing in journals and other forms, 	<ul style="list-style-type: none"> ● Utilisation of the recruitment and data collection protocols ● Positive feedback from Project Leader, project team and collaborators ● Ongoing utilisation of database ● Receipt of ethical clearance letters ● Minutes are provided to the meeting attendees
<p>Knowledge Transfer /Research Outputs</p>	<ul style="list-style-type: none"> ● Documenting and disseminating research findings through peer- reviewed publications and conferences. ● Supporting the translation of research findings to practice, policy and program development including management of translation to formats appropriate to community members ● Building networks with other researchers and policy development and program personnel working in related areas ● Preparing research proposals to external bodies and funding organisations 	<ul style="list-style-type: none"> ● Papers accepted for publication ● Collaborative research networks established and maintained ● Applications for grants accepted and funded

Leadership	<ul style="list-style-type: none"> • Providing support to the Project Leader in the generation and maintenance of standard team operating procedures in conjunction with Telethon Kids Institute policies and procedures • Mentoring early career research staff • Participating in team meetings • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed • Hold direct reports accountable to their responsibilities and results • Be a role model for effective and positive leadership which is ethical, results driven and future-oriented • Foster a culture of transparent, effective, timely and appropriate internal and external communication 	<ul style="list-style-type: none"> • Relevance of team operating procedures • Harmonious and motivated work environment • Positive feedback from project team and collaborators • Project team understand and embrace organisational culture, directions, goals and client service ethos. • Project team are aware of their responsibilities and expectations in their roles. • Project team feel supported and engaged
Administration	<ul style="list-style-type: none"> • Supporting the HR/admin procedures for new team staff members including assisting in the recruitment and training of new project team staff and community staff involved in the evaluation of the EYI. 	<ul style="list-style-type: none"> • New staff contracts are signed and inductions are completed
Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> • PhD in Science, Health Sciences, Public Health or Social Sciences or related field
Essential Skills, Knowledge & Experience:	Essential Skills, Knowledge & Experience <ul style="list-style-type: none"> • Demonstrated significant experience in mixed methods research

	<ul style="list-style-type: none"> • Demonstrated experience in community-based research project management • Track record of publications, including first-author • Ability to effectively communicate research findings on various topics to health practitioners, educators, policy makers, and the public (community members and service users) including through peer-reviewed publications, conferences and seminars • Ability to write applications and proposals to external bodies and funding organisations • Demonstrated research leadership skills and experience • High-level written and oral communication skills • Demonstrated ability to set goals, develop priorities and meet deadlines • Experience training and supporting field / community-based research staff • Experience in the preparation of research ethics applications and reports to funding bodies • Experience in working effectively as part of a multidisciplinary team and in collaborative partnerships • Working with Children Check <p>Desirable Skills, Knowledge & Experience</p> <ul style="list-style-type: none"> • Demonstrated significant experience in early childhood research • Demonstrated experience in community development • Access database management
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DIRECT REPORTS <i>List by job title any positions to be supervised by this role</i>	0
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Approved by:	<i>Signature of the person with the authority to approve the job description and job title</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed by P&C:	<i>Date when the job description was last reviewed by People & Culture</i>