

## Position Description

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| <b>Position title</b>                       | Senior Allied Health Research Development Officer                                                                                         |
| <b>Department / Division</b>                | Allied Health Research / Ambulatory Services and Allied Health                                                                            |
| <b>Classification</b>                       | Allied Health Professional Grade 4 Year 1 – Grade 4 – Year 4                                                                              |
| <b>Position reports to</b>                  | Operational & Professional: Director of Allied Health Research                                                                            |
| <b>No. of direct &amp; indirect reports</b> | 0                                                                                                                                         |
| <b>Location</b>                             | The Royal Children's Hospital, Flemington Road, Parkville                                                                                 |
| <b>Risk category</b>                        | Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE) |

| <b>The Royal Children's Hospital</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards <a href="https://www.rch.org.au/quality/child-safety/">https://www.rch.org.au/quality/child-safety/</a>.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at <a href="http://www.rch.org.au">www.rch.org.au</a></p> |

| <b>ROLE CONTEXT</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p>This role works as part of an allied health research capacity development initiative for Allied Health Services to develop the research culture and capacity of allied health professionals and develop research leadership with the Allied Health Services at The Royal Children's Hospital. The role will support the Director of Allied Health Research to undertake a range of activities supporting research capacity development.</p> |

## ROLE PURPOSE

The purpose of the role is to support the Director of Allied Health Research to evaluate, facilitate and develop allied health research capacity, leadership and partnerships to enable Allied Health Services to provide best practice care to children and families to align with the RCH Vision of 'A world where all kids thrive' and put children and young people at the heart of our care, research and learning. This role will support embedding a culture of clinically driven research; nurturing our workforce and the infrastructure to support them; empowering children and families as research partners; and optimising cross campus research through a range of activities including:

- Evaluating research activity within allied health and related research capacity initiatives within a research framework
- Developing allied health service-wide and discipline specific research strategies aligned with clinical priorities and the RCH Strategy
- Supporting individual and team research capacity development and innovation, including undertaking research, teaching and training
- Developing research partnerships and collaborations with key stakeholders

## KEY ACCOUNTABILITIES

### Core Responsibilities

- Facilitate, participate and coordinate Allied Health Research capacity development under the Direction of the Director of Allied Health Research.
- Conduct research activities in alignment with the strategic direction of the RCH Allied Health Research and Allied Health Services
- Conduct ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and The Royal Children's Hospital policies
- Utilise high level knowledge of research data management, collection, collation and analysis techniques to effectively manage large volumes of evidence collected through formal research and other service-related activities.
- Formally evaluate research findings and outcomes and implement these findings into new or advanced models of care and sustained improvements in clinical practice and clinical expertise.
- Provide specialist advice, consultancy, education and support across -RCH Allied Health to facilitate engagement in clinical research/evidence-based practice activities.
- Attract internal and external competitive funding and manage project/grant budgets
- Lead a research team/project and develop, manage and mentor employees to create a positive scientific research culture
- Co-supervise, or where appropriate, supervise health practitioner clinical research, honours or postgraduate research projects
- Engage in the RCH research culture including professional development activities, membership of RCH committees and contribute to/attend internal/external conferences and seminars
- Make significant and/or independent contributions to grant submissions and publications including lead authorship
- Make contributions to external journal and grant reviews
- Foster relationships within allied health services and other key internal and external stakeholders including consumers

### **Collaborative practice**

- Promote and develop partnerships with healthcare and community providers as well as discipline networks.
- Promote a workplace research culture in which interprofessional teamwork and shared responsibility for the provision of evidence-based care are normative practice.
- Facilitate open and effective communication with allied health staff, key stakeholders and more broadly across the organisation.
- Act to resolve complex issues by achieving common understanding on diverging interests, and mediating conflict situations as necessary.
- Promote a workplace culture in which the views of patients and families about research are valued and deemed necessary by staff.
- Articulate and embody the purpose and values of RCH.
- Encourage allocation decisions that are free from prejudice or favouritism.
- Advocate for a flexible resource allocation process so that varying needs can be accommodated.
- Through the implementation and endorsement of strategies that build cultural competency and safety, foster a team culture that recognises and values diversity and uses knowledge of difference to develop best care practice.

### **Lifelong learning**

- Identify personal and professional development needs, and plan and implement strategies for achieving them.
- Model a commitment to continuing professional development in developing and accomplishing professional goals and objectives through clinical support, supervision and performance reviews.
- Act to ensure processes, frameworks and/or support tools are in place for enhancing learning through reflection.
- Foster a culture in which feedback is used as a positive strategy to enhance goals, awareness, and learning, and regularly seek and participate in two-way feedback of own performance, acting to improve performance as appropriate.
- Achieve and maintain competency in relevant skills in line with departmental requirements relevant to the role.

### **Leadership and Supervision**

- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework.
- Promote a positive culture and lead by example.
- Exhibit a high level of emotional awareness and flexibility in complex, changing and/or ambiguous situations and when confronted with obstacles.
- Discuss potential ethical issues/dilemmas with staff in a supporting manner to ensure maintenance of ethical work practices and adherence to professional and RCH code of conduct and guidelines.
- Model good self-care practices so that staff feel safe to prioritise their own self-care.

- Encourage staff who may work with allied health research to constructively voice their stressors and support them to manage these effectively.
- Recognise how own leadership style influences staff experiences of the work environment and act to modify behaviours accordingly.

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Hold a tertiary degree relevant to your allied health profession from an accredited course/university
- Registered with Allied Health Practitioner Regulation Agency (AHRPA) for regulated professions or eligible for registration with National Professional body for Self-Regulating Allied Health Professions
- Relevant PhD/Doctoral qualification
- Demonstrated record of research with outcomes demonstrated in the number of peer reviewed publications

### Desirable:

- Postdoctoral experience (relative to opportunity) and appropriate level of expertise gained from a combination of experience, training or professional accreditation
- Established reputation at a national level as an outstanding researcher and working towards establishing an international reputation
- Evidence of postdoctoral research outputs and impact as evidenced by publication records (including first or senior author papers) and presentations at scientific meetings / conferences

## KEY SELECTION CRITERIA

- Advanced interpersonal, communication and self-reflection skills, including proven ability to effectively liaise and maintain working relationships with a diversity of stakeholders and multidisciplinary health care teams to develop strategic partnerships and negotiate successful high-quality research outcomes and work with people of different personalities and backgrounds, including patients and/or their family members.
- Advanced technical, conceptual and analytical skills and experience in research process and methodology including sound knowledge and understanding of clinical practice.
- Demonstrated leadership ability to contribute to formal research and develop the knowledge base of the service.
- Advanced communication, presentation and writing skills evidenced by successful competitive grant applications, research methodology protocols, ethics applications and peer-reviewed journal publications
- Demonstrated ability to provide mentoring, assistance and supervision to relevant clinicians/junior researchers across the same or other disciplines for research activities including higher degree student completions to foster a positive scientific research culture.
- Advanced knowledge and skills in the use of research analysis software, Microsoft Excel, Word, and PowerPoint to prepare reports and presentations, collate data and analyse information
- Strong clinical knowledge in a field of allied health practice in a hospital and health care setting
- Demonstrated experience and capability in project implementation and management in a healthcare setting
- Highly motivated, solution focused with an ability to demonstrate initiative.
- Ability to meet targets within required timeframes displaying good organisational, time management and prioritisation skills.

## OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

## IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

### RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

### QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position



The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

October 2025