



# Research Fellow

## Position Description

### About the role

A Research Fellow is expected to contribute to the implementation of strategic and practical research within the Summer Foundation program of research and carry out activities to develop their research expertise relevant to this program.

### About Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes.

The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

If you are looking for a career where you can make a difference, work collaboratively with committed and passionate people and have real opportunities for professional development, we encourage you to join our team.

### Why we exist

The Summer Foundation exists to permanently stop young people with disability from being forced into residential aged care, ensuring people with disability have access to the support required to be in control of where, how and with whom they live.

### How will we know we've succeeded

This problem can be solved, we are doing legacy work, and we are well on track to achieving what we set out to do. In 5 years we expect the Summer Foundation will have achieved its purpose. We will regard this as '*job done*' when the systems, policy settings and markets consistently enable people with disability to live where, how and with whom they choose; experiencing choice and control equal to people without disability.

### Our workplace

We have staff working all across Australia, however our head office is located in Box Hill, Victoria. To meet some of our staff and watch a short clip about our organisation, please go to:

<https://summerfoundation.blickdev.com.au/about-us/our-people/>

*The Summer Foundation has flexible and supportive work practices. We encourage and welcome people with lived experience of disability to apply.*

## Role details

<b>Position</b>	Research Fellow
<b>Team</b>	Research Team
<b>Direct reports</b>	Direct reports to be confirmed
<b>Reports to</b>	Chief Executive Officer
<b>SCHADS Award Level</b>	6
<b>Salary</b>	\$95,000 - \$110,000 + Superannuation
<b>Status</b>	Full time or Part time 0.8 - 1.0 FTE
<b>Location</b>	Box Hill, Victoria with flexible home based options as agreed
<b>Last updated</b>	September 2021

## About the team

The Summer Foundation research program is designed to understand the issue of young people in aged care and the associated systems and pathways. By researching the issues at each stage of the critical pathways that lead young people to aged care, we can provide the evidence needed to create systems change that will solve this problem. The Research Team supports the organisation to provide an evidence base to develop new ideas and innovation. Our key role is to carry out research using a range of methodologies to develop the breadth of evidence needed to inform policy and practice around the issue of young people in aged care. Summer Foundation research is underpinned by three key principles: the engagement of end users; impact on policy, practice, and systems; and knowledge exchange and collaboration.

## Key responsibilities

- Conduct and publish, or otherwise disseminate high quality and/or high impact research as a member of a team or independently and produce conference/seminar papers and publications from that research
- Contribute to writing up research findings for publication and dissemination
- Contribute to the preparation or, where appropriate, individual preparation of research proposal submissions to external funding sources
- Engage with industry and community to ensure that all research results are communicated and adopted by industry, community, and/or government
- Co-supervise or, where appropriate, supervise Higher Degree by Research (HDR) postgraduate students as required
- Supervise research support staff involved in the staff member's research
- Develop a limited amount of research related material for teaching or other purposes;
- Contribute to a robust and ambitious research culture

- Contribute to the activities of the organisation, as agreed with the supervisor and as consistent with the requirements of any external contracts relating to funding of the position
- Attend to the effective and efficient performance of allocated leadership and administrative functions primarily connected with the area of research
- Involvement in continuing education for the professional or the community
- Contribute to building relationships at the local and national level
- Undertake other duties commensurate with the classification and scope of the position

### **General**

- Other duties as requested by Manager
- Remain flexible to role changes according to relevant skills and experience, changing work environments, work priorities, and organisational needs
- Employment subject to National Criminal History check

## **Qualifications, skills & experience**

### **Qualifications**

- Completion of a PhD or equivalent qualifications or research experience in an area related to adults with severe acquired disability
- Qualifications in a range of disciplines will be considered (e.g., clinical psychology, neuropsychology, occupational therapy, physiotherapy, social work, speech pathology, architecture, epidemiology, data science, implementation science, and public health)

### **Skills & experience**

#### **Essential Experience**

- A record of publications, conference papers and/or reports, or professional or technical contributions which provide evidence of strong research potential
- Sound analytical skills with an ability to communicate complex information clearly both orally and in writing
- High level organisational skills: the ability to set priorities, meet deadlines, initiate and follow-up actions, all with minimal or no supervision
- Demonstrated ability to work collaboratively with adults with severe acquired disability
- Demonstrated ability to work collaboratively and productively with staff and students from a diverse range of backgrounds
- Ability to liaise effectively with a range of collaborators nationally and/or internationally and with industry partners
- Evidence of the ability to work as a member of a team in a co-operative and collegial manner
- Demonstrated a high level of self-motivation and personal management skills
- Demonstrated ability to build relationships within the sector
- Excellent verbal, written, and presentation skills
- Organised and able to meet deadlines
- Adaptable to changing environments

## Desirable Experience

- Experience in the preparation of research proposal submissions to external funding bodies and evidence of success in securing research funding
- Confident and competent user of Microsoft Office Suite and Google Drive
- Confident in the use of referencing software, such as Mendeley
- Confident in the use of data analysis software, such as SPSS
- Confident in the use of citation tracking applications, such as ORCID

## Core capabilities

### Decision Making

- Uses sound judgment to make sound decisions based on information gathered and analysed
- Considers all relevant facts and alternatives before deciding on the most appropriate action
- Commits to decisions

### Teamwork

- Interacts with people effectively and is able and willing to share and receive information
- Co-operates within the team and across teams
- Supports team decisions and puts team goals ahead of personal goals

### Work Standards

- Sets and maintains high performance standards
- Pays close attention to detail and accuracy and completes tasks
- Shows concern for all aspects of the job and follows up on work outputs

### Motivation

- Displays energy and enthusiasm in approaching the job
- Commits to putting in additional effort
- Maintains a high level of productivity and self-direction

### Reliability

- Takes personal responsibility for job performance
- Completes work in a timely and consistent manner
- Follows through on commitments

### Problem Solving

- Analyses problems by gathering and organising all relevant information
- Identifies cause and effect relationships
- Comes up with appropriate solutions

### Adaptability

- Adapts to changing work environments, work priorities, and organisational needs
- Able to effectively deal with change and diverse people

### **Planning and Organizing**

- Plans and organises tasks and work responsibilities to achieve objectives
- Sets priorities
- Schedules activities
- Allocates and uses resources properly

### **Communication**

- Expresses ideas effectively
- Organises and delivers information appropriately
- Listens actively

### **Integrity**

- Shares complete and accurate information
- Maintains confidentiality and meets own commitments
- Adheres to organisational policies and procedures

### **People Management**

- Invests time and effort in managing staff members under their supervision
- Ensures that staff members under their supervision are clear on their role and responsibility
- Contributes to and supports the overall performance of the team
- Creates regular opportunities for peers, colleagues, partners, and stakeholders to contribute toward enhancing service quality

### **Project Management**

- Contributes creative ideas and proposes changes to processes and methods, to overcome identified bottlenecks, challenges, and issues
- Readily accepts conditions of uncertainty or unpredictability, and remains productive in difficult situations
- Understands the principles of change management and develops approaches that suit the business situation
- Uses change as an opportunity to further business objectives and rewards change efforts

### **Stakeholder Management**

- Initiates and manages negotiations with stakeholders to gain commitment to projects, and delivery of activities to meet timelines
- Provides and receives highly complex, contentious or sensitive information where high levels of negotiation, communication, and interpersonal skills are required
- Ability to explain highly complex concepts, ideas and issues to an executive audience
- Confidently represents the organisation with external stakeholders and negotiate within parameters agreed with immediate manager
- Focuses on understanding stakeholder issues and influencing their views

- Provides authoritative expert advice on complex issues within own area

## Summer Foundation Principles

The Summer Foundation's principles include:

**working as a team** | we understand, respect and support the contributions and experience of our colleagues. We understand how our individual contribution fits, and we feel confident and empowered to make our best contribution. We embrace and value diversity in our workplace.

**a healthy approach to communication** | We come to discussions prepared and ready to contribute. The how, why and by who of decision making is known and understood. The right people are in the right conversations. Our conversations are healthy, respectful, robust at times and safe.

**shared clarity and commitment to purpose** | We all have a strong, shared understanding of our 'why'. Our 'Why' is central to our strategy, decision making and actions.

**working authentically** | People with lived experience are central to our work and we purposefully and professionally incorporate this experience and expertise in our work. We focus closely on the impact of our work, and we strive to always deliver work to the highest standard.

**a smart responsible and considered approach** | We invest in efficient, continuously improving processes, and prioritise time for learning and reflection. We celebrate our successes and promote having fun at work. We work in a way that respects our environment.

## Policies

All staff must comply with the Summer Foundation policies notified to them from time to time. These policies form part of the contract of employment with Summer Foundation and therefore must be read and understood by staff to ensure they are aware of their responsibilities as an employee of Summer Foundation.

## Agreement and acceptance

Employee

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*Signature*

.....  
*Print name*

.....  
*Date*

Manager

.....  
*Signature*

.....  
*Print name*

.....  
*Date*