



# Summer Research Intern

## Position Description

### About the role

The Summer Foundation runs a research unit with over 20 staff and is offering up to 2 paid research intern positions over the 2021/22 summer period. Intern roles would suit a high-achieving Psychology or Allied Health graduate with Honours, or a Data Science undergraduate in their final year. Ideal candidates will be interested in exploring the possibility of a PhD or a Data Science career involving the analysis of health and disability data.

The Summer Research Intern is expected to carry out independent and/or team research within the relevant field and carry out activities to develop their research expertise relevant to the particular field of research, under the guidance of a Senior Research Fellow.

The successful applicant must be prepared to work remotely (at home), until such time as the office is allowed to open subject to government directives. Interstate applicants will be considered.

### 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://www.summerfoundation.org.au/about-us/who-we-are/>

*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>	Summer Research Intern
<b>Team</b>	Research Unit
<b>Direct reports</b>	None
<b>Reports to</b>	Senior Research Fellow
<b>SCHADS Award Level</b>	Level 2 \$60,000 - \$65,000 + Superannuation (depending on experience)
<b>Status</b>	Full time, 3-month contract Nov/Dec - Jan/Feb
<b>Location</b>	Box Hill, Victoria and interstate applicants will be considered with flexible home-based options as agreed
<b>Last updated</b>	September 2021

## About the team

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. We have the privilege of developing an evidence base which supports people to find the home that is right for them, which is often a truly life changing experience.

## Key responsibilities

### Responsibility & Duties

- Data management tasks including: data entry and cleaning
- Analyse research data
- Assist with systematic literature reviews
- Review and edit the Research Unit's reports, articles and presentations

- Assist with the preparation of manuscripts for publication, conference presentations and progress reports
- Assist with ethics applications and liaising with ethics committees
- Assist with dissemination of research findings
- Liaise with internal academic staff and external organisations as required
- Liaise with colleagues from project partners as required
- Attend project meetings and/or research symposiums, as necessary
- Perform administrative duties as required
- Collect research data from human participants

Undertake other duties commensurate with the classification and scope of the position

### **General**

- Other duties as requested by Senior Research Fellow
- 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**

- University level education or equivalent experience e.g. psychology degree with honours or data science university student in final year of degree

### **Skills & experience**

- Previous experience in collection, analysis and reporting of research data
- Strong communication skills, both written and verbal
- Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines
- Sound analytical skills with an ability to communicate complex information clearly both orally and in writing
- Confident and competent user of technology, including proficiency in the use of Microsoft Office Suite, especially Word and Excel.
- Capacity to work independently with minimal direction and collaboratively in a team environment
- Demonstrated understanding of and preparedness to commit to the organisation's values
- Interested in exploring the possibility of a PhD or a future career in the analysis of health and disability data
- Advanced knowledge of Microsoft Office Suite and Google Drive
- Confident ability with building relationships within the sector
- Excellent verbal, written and presentation skills
- Organised and able to meet deadlines
- Adaptable to changing environments

## **Additional Requirements**

- Employment subject to National Police History Check.
- Must hold, or be willing to undertake and pass, a Victorian Working With Children Check.
- Must be willing and able to work remotely (from home) until such time as the office reopens, subject to government directives.

## **Core capabilities**

### **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 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 Organising**

- 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

## 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** | Young people living in residential aged care or those at risk 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.

## How to apply

- A cover letter introducing yourself and why you would like to work at Summer Foundation (max 1 page)
- Evidence of current or recent university enrolment (as attachment to cover letter)
- Latest academic transcript (as attachment to cover letter)
- Answer the Key Selection Criteria questions online

- A current CV (max 2 pages), including contact details for two referees

For queries or to submit your application please contact Pete Mulherin (Research Centre Administrator) [peter.mulherin@summerfoundation.org.au](mailto:peter.mulherin@summerfoundation.org.au)