

## POSITION TITLE: RESEARCH ASSISTANT, CREDENTIALING

<b>STATUS</b>	<p>Part time role (0.8 fte, days and hours negotiable)</p> <p>Contract until June 2023.</p> <p>Some out of hours work may be required from time to time (discussed and agreed in advance).</p>
<b>LOCATION</b>	<p>Flexible work arrangements available.</p> <p>Sydney-based preferred but any location within Australia considered.</p>
<b>REPORTS TO</b>	<p>Reports to Research Postdoctoral Fellow, Credentialing</p> <p>Support and direction also provided by Credentialing Manager as needed.</p>

### ABOUT ANZAED

#### VISION

*A properly skilled and valued workforce delivering safe and effective eating disorders research, prevention, treatment, and support to all who need it.*

#### MISSION

The Australia & New Zealand Academy for Eating Disorders (ANZAED) is the peak body representing and supporting the activities of all professionals working in the field of eating disorders and related issues in prevention, treatment, and research.

ANZAED provides opportunities for collegial interaction, sharing of knowledge and resources, networking, and advocacy to support researchers, clinicians and others working with eating disorders.

### ABOUT THE ROLE

The ANZAED Eating Disorder Credential is an innovative program to formally recognise clinicians with the qualifications, knowledge, training, and professional development profile to meet minimum standards for delivery of safe and effective eating disorder treatment.

The project is currently entering a critical phase of implementation and evaluation, with funding from the Australian Government. This includes a program of research activity to inform and support the credential program and further develop the knowledge base in this field.

The Research Assistant works closely with the Post Doctoral Research Fellow to undertake research activities and administration to deliver research projects in areas relevant to the credential including workforce capacity building, professionals’ supervision and support needs and consumer and families/supports pathways to care. The Research Assistant also supports ANZAED’s research, and evaluation, and capabilities.

<b>KEY RELATIONSHIPS</b>	
<b>Internal</b>	ANZAED credentialing team and other ANZAED staff, ANZAED Executive Committee and subcommittee members, ANZAED members and volunteers.
<b>External</b>	Partner organisations and sector stakeholders including research centres, research participants.

<b>DUTIES AND RESPONSIBILITIES</b>	
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Keep accurate and up-to-date records of research activity, participant information, ethics submission, outputs, and expenditure.</li> <li>• Monitor and maintain data storage.</li> <li>• Work with ANZAED administration staff to ensure appropriate recording of research activities.</li> </ul>
<b>Research and Evaluation Activities</b>	<ul style="list-style-type: none"> <li>• Collect data from primary and secondary sources using a range of qualitative and quantitative methods and manage participant databases.</li> <li>• Effectively produce and record data using well established guidelines and procedures.</li> <li>• Conduct preliminary data cleaning screening and analysis.</li> <li>• Review and summarise academic literature complementing the research work being undertaken.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Be a point of contact for research participants, stakeholders, and any external service providers.</li> <li>• Contribute to building an active research record, preparing findings for oral and written communication including publications.</li> <li>• Provide research input to ANZAED policy briefs, submissions, and other materials to inform positions related to credentialing.</li> </ul>
<b>Compliance with relevant legislation, policies, and procedures.</b>	<ul style="list-style-type: none"> <li>• Maintain updated knowledge of and work within relevant legislation, Government regulations and ANZAED policies and procedures.</li> <li>• Support practice that is culturally sensitive and in line with guidelines for communicating about eating disorders.</li> </ul>
<b>Teamwork and Culture</b>	<ul style="list-style-type: none"> <li>• Contribute positively to the ANZAED culture and act in accordance with ANZAED values and codes of conduct.</li> <li>• Develop and maintain positive working relationships with other team members, respecting and valuing differences.</li> </ul>

REQUIRED EXPERIENCE AND ATTRIBUTES	
Qualifications	<ul style="list-style-type: none"> <li>• Undergraduate or above qualifications in health, social sciences, or a related field.</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Understanding and experience of working with health literature databases including those capturing grey literature.</li> <li>• Understanding of a range of research methodologies and their application.</li> <li>• Skills and knowledge of using programs and applications to support research work including the Microsoft Office suite and statistics programs.</li> <li>• Excellent interpersonal, verbal, and written communication skills with the ability to engage with a wide range of stakeholders.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Demonstrated experience working in a research environment and contributing to the development and delivery of research projects and publications.</li> <li>• Experience in mental health or eating disorders research well regarded but not required.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Attention to detail &amp; high level of accuracy.</li> <li>• Self-motivated with independent judgement and initiative</li> <li>• Excellent time management and organisational skills with the ability to multi-task with high attention to detail and accuracy.</li> </ul>

*Candidates who do not meet these criteria but can demonstrate similar appropriate experience and values may be considered suitable for the role.*

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