

The logo for the Dementia Centre for Research Collaboration (DCRC) features the acronym 'DCRC' in a large, bold, dark blue sans-serif font. Below it, the full name 'Dementia Centre for Research Collaboration' is written in a smaller, dark red sans-serif font. The logo is set against a light blue circular graphic element that is partially visible on the right side of the page.

DCRC

Dementia Centre for
Research Collaboration

EXPRESSION OF INTEREST

Consumer Involvement Co-ordinator (0.2FTE)

Background

The Dementia Centre for Research Collaboration (DCRC) aims to grow partnerships and strengthen ties with people with lived experience and service providers, Dementia Training Australia, Dementia Support Australia and Dementia Australia in order to progress prevention, assessment, care and translation of knowledge into everyday practice, as well as building the next generation of dementia researchers.

Involvement of people with lived experience in setting the dementia research agenda and providing consultation on research projects is essential to progress relevant, priority driven evidence and implementation into practice.

The DCRC is seeking to appoint a co-ordinator for our Consumer Advisory Initiative. The role is one day per week and may be based in Sydney or Brisbane, reporting to one of the DCRC Directors.

Responsibilities

Key responsibilities of this role include but are not limited to:

- Assist with the establishment of the Lived Experience Advisory Initiative including preparing draft terms of references and recruitment
- Recruit, convene and support a group of people living with dementia and their care partners to provide advice to the DCRC executive regarding the Centre's projects and priorities
- Build a database of participants interested in being involved in the review of research grants and scholarships
- Collate and contribute to the development of training resources for people living with dementia and their care partners wishing to be involved in research projects as a co-investigator or on review panels

- Co-ordinate training for people living with dementia and care partners, in particular members of the Consumer Advisory Initiative, in line with available resources
- Coordinate training for researchers on engagement and involvement of people with lived experience in the research process
- Establish and manage a database of members, and manage communications and event organisation

Selection criteria

- Postgraduate qualification or equivalent in a relevant health area that includes research training
- Well-developed communication skills, both oral and written, for a variety of audiences
- Good knowledge of the dementia research environment in Australia either as a researcher, academic or person with lived experience
- Experience organising and providing secretariat support for stakeholder meetings
- Experience in developing and delivering high quality educational materials
- Demonstrated interest in dementia and lived experience issues related to health and research
- Experience in event organisation via web and in person
- Excellent people management skills including a warm, friendly and supportive approach
- Experience working with and managing databases, e.g. Excel, Microsoft office
- Must be a citizen or permanent resident of Australia

To submit an Expression of Interest (EOI) for this position, submit the following documentation to Tiffany Jessop at t.jessop@unsw.edu.au:

- CV
- Written responses to the above selection criteria

EOIs close on the 8th September 2020