

Position Description – Consulting Psychologist

Title: Consulting Psychologist

Reports to: Managing Director

Hours of work: up to 5 hours a week working from home or other suitable locations in your home State or Territory as agreed by the consulting psychologist and the Psych4Schools Managing Director.

Psych4Schools is an online toolkit. It offers an expanding range of resources that provide up-to-date evidenced-based information and strategies for Australian primary and junior secondary teachers, psychologists (in schools and private practice), school leadership teams and other professionals in three key areas – working with children, parents and colleagues. The website can be viewed at www.psych4schools.com.au.

The Position

This position is initially a short-term role. It will be reviewed at the end of 6 months to determine if the role is sustainable and sufficiently contributing to the business goals. The role requires up to 5 hours per week work with an hourly remuneration subject to negotiation. The times are flexible, and work can be spread across week days. The position requires the consulting psychologist to work as a contractor and hold an ABN.

The position involves:

- Research, creation and development of publishable materials, resources and professional development to assist teachers and psychologists to work more effectively with students, their parents, and their colleagues.
- Reference works according to APA writing standards and conventions.
- Assist with social media management.

Essential Requirements

- Registered by the Psychology Board of Australia under the Health Practitioner Regulation National Law.
- Knowledge and skills in the scientific approach to child and adolescent development including mental health and interventions, learning and cognitive assessment and interventions, behavioural assessment and interventions, and teaching and learning practices in schools.
- Strong written communication skills including the ability to write for a range of audiences, including teachers, parents, and other allied health professionals.
- Highly developed conceptual and analytical skills.
- Ability to manage change and deal with uncertainty as the project evolves.
- Working with children check / National police criminal history check
- A password protected computer with Internet facilities.

Desirable Requirements

- Membership of the Australian Psychological Society.
- Postgraduate tertiary qualifications (Masters, Doctorate or PhD) in psychology or related discipline, or working towards the same.
- Membership of the College of Educational and Developmental Psychologists.
- Endorsement under the PsyBA as an Educational and Developmental Psychologist
- Teaching qualifications and/or Teacher Registration.
- Worked and/or consulted in a range of school and specialist settings.
- Have a network of peers and others associated with schools and the practice of psychology.
- Have a working knowledge of the resources on the Psych4schools website.
- Have a working knowledge of assistive technologies for additional needs students.

Key responsibilities

Resource Development

- Identify key issues in schools in relation to learning, education, wellbeing, behaviour, and child development.
- Assist in the coordination of the development of specific project resources, this could include scoping the task, developing a workplan, contracting and managing editors, working with graphic designers on edit and design and engaging others in the team and delegating tasks as required.
- Write and research, review and publish ebooklets, blogs and other classroom teaching and student learning resources and tools.
- Assist with the development of other resources (including news items, newsletters, video, professional development seminars and workshops and audio content).
- Ensure the resources are produced on time, to a high standard, and within the allocated budget.

Psychological expertise

- Apply psychological expertise to the research, development, writing and publishing of resources.

Website

- Assist with the publication of resources on the website, and relevant social media outlets.

Working with a team

- Contribute to conceptualising, planning, organising and achieving tasks within timeframes.
- Work collaboratively and supportively with team members
- Contribute to the creation of intellectual property that is owned and/or published by Psych4Schools. Agree to assign to Psych4Schools all rights, titles and interest in any and all intellectual property developed with effect from the date of consulting to Psych4Schools.

Meetings and record keeping

- Initially meet with Managing Director either face-to-face or by Skype for up to one hour weekly for the first month, then fortnightly for the next month.
- Meet fortnightly or monthly for one hour with the Managing Director either face-to-face or by Skype to discuss work undertaken and future goals.
- Keep a weekly record sheet of work undertaken and key outcomes.
- Meet or talk by mobile phone or by Skype at mutually agreed times with the Managing Director and/or members of the Psych4Schools team.

Monthly invoicing

- Provide a monthly invoice showing dates and accompanying hours.