

Position Title	Follow-up Coordinator (Research Officer)
Classification	Level 6
School/Division	School of Population and Global Health
Centre/Section	The Raine Study
Supervisor Title	Follow-up Manager
Supervisor Position Number	320479
Position Number	320823

Your work area

The Raine Study is one of the largest successful prospective cohorts of pregnancy, childhood, adolescence and now adulthood to be carried out anywhere in the world. The Raine Study is a rich resource for researchers with prospective longitudinal data that has been collected at multiple time-points over pregnancy, infancy, childhood, adolescence, and young adulthood. There are numerous stored biological samples. There are established collaborative research networks across a wide variety of disciplines.

The approximately 2,000 index participants (Generation 2) are now around 32 years of age, and their parents (Generation 1) are now around 60 years of age. There are currently more than 150 researchers from 14 broad areas of research utilising the Raine Study data. Over 50 peer reviewed journal papers are published each year on the Raine Study.

Reporting structure

Reports to: Follow-up Manager

Direct Reports: Research Assistants

Your role

You will, under general direction, be responsible for the efficient and effective coordination of data and biological sample collection from the Generation 1 study participants (on average 60 years old) who are part of the Generations Follow-up. The role includes supervision of, scheduling and coordinating Research Assistants, and overseeing the liaison and recruitment of the Generation 1 study participants. You will also conduct assessments and ensure the safeguarding of participants interests.

Your key responsibilities

Liaise with the Follow-up Manager and Coordinator/s to ensure a harmonized functioning of follow-up activities across the Generations Follow-up and the Raine Study

Contribute to training and supervise Research Assistants in data collection, ensuring that staff adhere to strict data and biological sample collection protocols

Liaise and schedule professionals: e.g. technicians, clinicians

Administer the physical assessment of Generation 1 cohort participants

Administer and oversee data coding, data entry and data checking

Maintain confidentiality, quality controls, follow established protocols, meet Ethics Committee requirements regarding data collection and maintenance and apply the latest occupational health and safety processes

Maintain project requirements e.g., supplies and consumables and assist with ordering, within budget constraints

Provide updates to the Follow-up Manager, contribute to meetings throughout the project's life cycle and add to the improvement of processes to ensure the efficient and effective running of a follow-up

Other duties as required

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in a health discipline or demonstrated equivalent

Good Clinical Practice training required

Relevant experience in research project management

Experience in project management preferably within a health and research environment

Experience and knowledge of research methodology

Well-developed database and data entry skills, and experience in a range of computer programs including word processing, spreadsheets, internet, and email

Highly developed interpersonal, written, and verbal communication skills

Leadership and management capability

Demonstrated ability to show initiative, work independently and as part of a high performing team

Special requirements (selection criteria)

Occasional weekend work

Some after-hours work

Current National Police Clearance Certificate

Current "C" class driver's licence

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health, and wellbeing safety.uwa.edu.au/