**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  |
| **Position Title:** | **Research Officer** |
| **Position Number:** | 00026647 |
| **Classification:** | HE05 |
| **Faculty/Division:** | Faculty of Health and Medical Sciences |
| **School/Branch:** | School of Medicine |
| **Reports to (position title):** | Researcher, Discipline of General Practice |
| **Delegations:** | N/A |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability * Travelling between general practices will be required, including rural areas * A current Driver’s License is required |
| **Significant Working Relationships:** | * Researchers and clinical academics * External stakeholders, consumers, and health professionals |

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| **POSITION SUMMARY** |
| The University of Adelaide is a leading research intensive and teaching University. The Faculty of Health and Medical Sciences at the University of Adelaide services the needs of approximately 6600 students, 700 academic and professional staff and 2000 clinical and affiliate practitioners. Comprised of eight schools and a number of disciplines, research centres and institutes, the faculty is recognised as a world leader in health education and research. Our programs are informed by cutting-edge research, integrated with high-quality learning, and taught by academics that are national and international leaders in their fields. Our research is ranked above or well above world standards (ERA 2018), and our strengths span the full life course.  The Discipline of General Practice supports teaching, research, clinical practice and engagement with consumers and carers in developing better prevention and public health policies. Our group has expanded its research activities in primary care and interactions with key stakeholders and research groups in Australia and internationally. The Primary Care and Health Services Research Group works within the Discipline, to improve the evidence base for what 33,000 general practitioners (GPs) do in Australia every day—deliver high-quality, up-to-date care to all Australians. The Discipline of General Practice also has primary responsibility for urban general practice placements in years four to six of the Bachelor of Medicine and Bachelor of Surgery. We also collaborate with the Adelaide Rural Clinical School (ARCS) in research initiatives and the delivery of clinical training in rural general practices.  Working under general direction, the Research Administrator will be responsible for administration to support research activities conducted at the Discipline, as well as general administrative support across the Discipline. Key activities will include: stakeholder engagement, database management, and communication, including with the consumer members of our Consumer Research Group, as well as GPs and practice managers; coordination of research documentation including ethics and grants; meeting administration; finance support including payments to participants and sitting fees for consumer/clinician representatives; and travel bookings. |

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| **KEY RESPONSIBILITIES** | |
| Research support | * Provide timely and effective assistance with research projects and other activities, across the range of research programs * Assist with ethics applications, grant submissions, written communications, manuscripts and other study documents, as required * Organise the agenda and support meetings with key internal and external stakeholders to support research activities * Provide other administrative support to investigators, as required |
| Finance and administrative support | * Use University Finance systems to pay research participants and consumers, and arrange other payments as required * Use University Travel systems to book travel and accommodation * Support the organisation of meetings and group events, including agenda papers and minute taking * Maintain and organise conference and membership calendars and payments * Contribute to the implementation of administrative improvements; * Contribute to a range of other general administrative, project or support service activities across the Discipline as requested |
| Relationship Management | * Contribute to the development and maintenance of a practice engagement database * Establish and maintain effective professional relationships with staff, consumers, internal and external stakeholders, and research participants involved in the research studies. * Maintenance of out-facing communications and profile including activities newsletter and DGP website * In all interactions, model a responsive, service and performance-driven culture. |
| Other reasonable duties commensurate with classification level. | |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A |

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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**   * Demonstrated experience working in an administrative and/or research support role; * Proven ability to establish and maintain effective working relationships with internal and external stakeholders; * Demonstrated experience communicating, both verbally and in writing, in a succinct, professional and responsive manner * Sound organisational skills, including the ability to coordinate multiple tasks with competing deadlines and solve problems effectively. * Ability to work well both independently and as a member of a team; * Demonstrated experience in the use of MS Office package, and the ability to learn new software efficiently and effectively.   **Qualification/s:**   * Completion of a relevant diploma-level qualification or higher with relevant work experience * An equivalent combination of relevant experience and/or education/training   **Desirable Experience**   * Previous experience in the development or maintenance of a client database * Administration experience in the health sector, research and/or university settings |