POSITION DESCRIPTION

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| **POSITION DETAILS** | |
| **Position Title:** | Research Officer |
| **Position Number:** | 00026662 |
| **Classification:** | HEO6 |
| **Faculty/Division:** | Faculty of Health and Medical Sciences |
| **School/Branch:** | Adelaide Medical School |
| **Reports to (position title):** | Grant-Funded Researcher: Endometriosis, EndoZone Project Coordinator |
| **Delegations:** | N/A |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability * Some out-of-hours work will be required |
| **Significant Working Relationships:** | * Faculty of Health and Medical Sciences Academic and Professional Staff * Robinson Research Institute Academic and Professional Staff * Endometriosis Research Group Team * EndoZone contractors, collaborators, stakeholder advisory and leadership groups |

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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) with our strengths spanning the full life course.  EndoZone is a co-created, evidence-based health informatics platform, funded by the Australian Government.  The Research Coordinator will contribute to several EndoZone research projects, undertaking key research tasks, platform maintenance, contributing to co-creation, and stakeholder engagement activities. The Research Officer will be part of the Endometriosis Research Group within the Robinson Research Institute, Adelaide Medical School at the University of Adelaide. |

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| **KEY RESPONSIBILITIES** | |
| EndoZone platform maintenance  (training provided) | * Assisting the EndoZone team to maintain the digital platform * Undertake user acceptance testing * Creation of new digital content pages (training provided) * Updating references and links on the platform * Maintaining the research section of the platform |
| Research Activities | * Supporting the EndoZone Project Coordinator with research projects for clinicians and community members * Assist with drafting ethics applications for approval * Qualitative data analysis including content and discourse analysis * Analysing data and drafting reports * Contributing to the drafting of manuscripts and abstracts * Assisting with the preparation of grant applications * Developing and delivering presentations to community groups, stakeholders and conferences * Liaising with internal and external stakeholders, collaborators, contractors |
| Administration | * Monitoring and responding to the EndoZone inbox * Assisting with social media/marketing activities as required * Attend team, stakeholder and other project meetings and provide input on research projects |
| 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:**   1. Demonstrated experience of qualitative research methodology with previous experience in a research-related role, with experience in content analysis or critical discourse analysis desirable. 2. Excellent interpersonal, verbal and written communication skills to engage with the endometriosis community, healthcare providers, researchers and other collaborators involved in the EndoZone project. 3. Proven initiative and problem-solving skills, with demonstrated ability to work both independently and as part of a multidisciplinary team. 4. Experience in stakeholder engagement or co-creation is desirable. 5. Proven experience with word processing, spreadsheets and research data management procedures. 6. Experience with NVivo software would be beneficial.   **Qualification/s:**   * A relevant degree in health, psychology, social sciences or related discipline with relevant experience or an equivalent level of knowledge gained through a combination of education, training or experience. |