



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	Social Foundations of Medicine
Position Title:	Senior Research Officer
Classification:	ANU Officer Grade 7 (Research)
Position No:	
Responsible to:	Research Fellow, Dr Stefanie Puszka
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy.

The ANU College of Health and Medicine comprises the School of Medicine and Psychology, the John Curtin School of Medical Research and the National Centre for Epidemiology and Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The Senior Research Officer will work within the evaluation of the Alternative Commissioning Pilots for remote and First Nations communities. This project addresses poor access to disability services through the NDIS in remote and First Nations communities. Through a co-design approach, the Commonwealth Government is piloting alternative approaches to NDIS service commissioning in two sites. ANU is undertaking an evaluation to understand the outcomes, effectiveness and cultural responsiveness of this project.

First Nations people are strongly encouraged to apply.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Research Officer works as part of the research team, liaising with a wide range of stakeholders and providing assistance with the design and implementation of research directions. The Research Officer is responsible for providing general support related to allocated research activities.

Role Statement:

Under broad direction, the Senior Research Officer will:

1. Provide high level support to the research team, including but not limited to:
 - Coordinating the design and conducting of qualitative research studies and in the analysis of data. This may involve, at times, fieldwork and related activities.
 - Preparing research profiles, papers and literature reviews.
 - Sourcing research materials, including performing library, internet and literature searches and preparing bibliographies.
 - Creating, testing, maintaining and managing relevant databases.
 - Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team as required.

2. With support from the research team, undertake thematic qualitative analysis as required and prepare and disseminate relevant analysis reports to internal and external stakeholders, including external funding agencies.
3. Monitor contractual milestones to ensure compliance with relevant regulations, and undertake timely reporting to Research Officers and/or external funding agencies.
4. Coordinate the provision of efficient general support on a range of matters related to the allocated research activities, including coordinating team meetings, coordinating the communications to various stakeholders and organising relevant travel and events.
5. Participate in workshops and professional networks across campus to develop a broad base of industry knowledge, and provide input to improve the area's research practices and processes.
6. Provide mentoring, training and support to junior project team members.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
8. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Degree in a related discipline and demonstrated relevant experience in a research or research support role or an equivalent combination of relevant experience and education/training. Honours and/or progress towards a postgraduate degree would be regarded positively.
2. Sound knowledge of qualitative research, co-design and/or evaluation methodologies.
3. Ability to interact effectively in a culturally safe manner with people from diverse cultures, including First Nations people and communities.
4. Demonstrated effective interpersonal skills and verbal and written communication skills, including the ability to draft standard business correspondence and various research related papers, and an ability to consult and liaise effectively with a wide range of people.
5. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
6. Ability and willingness to undertake regular travel to pilot sites
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Note: Previous work experience in a pilot site, demonstrated understanding of disability policy and service systems, and training experience in safely driving a 4WD in remote and off-road locations will be highly regarded.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Name:		Date:	
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References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Health and Medicine	Dept/School/Section	School of Medicine and Psychology
Position Title	Senior Research Officer	Classification	ANUO 7 (Research)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		Dr Stefanie Puszka		Date:	24 July 2024



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College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	Social Foundations of Medicine
Position Title:	Senior Research Officer
Classification:	ANU Officer Grade 8 (Research)
Position No:	
Responsible to:	Research Fellow, Dr Stefanie Puszka
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

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The Senior Research Officer will work within the evaluation of the Alternative Commissioning Pilots for remote and First Nations communities. This project addresses poor access to disability services through the NDIS in remote and First Nations communities. Through a co-design approach, the Commonwealth Government is piloting alternative approaches to NDIS service commissioning in two sites. ANU is undertaking an evaluation to understand the outcomes, effectiveness and cultural responsiveness of this project.

First Nations people are strongly encouraged to apply.

The Senior Research Officer provides comprehensive, high level support on a diverse range of research activities, including the application of solid knowledge of the discipline and research skills to conduct research independently or as part of the research team. The Senior Research Officer assists the lead researcher in the management of the research team, working with academic leads in maximising research output, ensuring that University, ethical and legal requirements are met.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Research Officer is responsible to the lead researcher in the design and implementation of research directions, applying high level research, analytical and problem solving skills to meet complex stakeholder requirements.

Role Statement:

Under broad direction, the Senior Research Officer will:

1. Manage the provision of pro-active, high level support to the research team, including but not limited to:
 - o Managing the design and conduct of qualitative research studies and the analysis of data. This may involve conducting fieldwork and related activities.

- Coordinating the preparation of research profiles and the sourcing of research materials utilising multiple sources including libraries, online publications and repositories and overseeing relevant archival work.
 - Contributing independently to research output and managing the research team to contribute to high quality research outputs including drafting evaluation and assessment papers, preparing manuscripts and literature review.
 - Designing and managing databases for the allocated research activities including coordinating the testing and maintaining of complex databases.
 - Coordinating relevant approvals to ensure compliance with regulatory and policy requirements including the ethics approval for the research team as required.
2. Contribute to the design and implementation of relevant research projects, advising on and developing new strategies, establishing project requirements, objectives, and research reference terms and writing research specifications, as required.
 3. Design and manage the conduct of high level data synthesis and analysis, develop and review the relevant analysis report and briefs including identifying key issues and making recommendations, disseminating and presenting relevant research findings through high quality publications, seminars, workshops and conferences.
 4. Pro-actively manage and coordinate the operational aspects of the relevant research activities, assisting with the financial management of the research team, monitoring contractual milestones, adhering to reporting requirements, recommending and implementing measures to manage contingencies to ensure timely and on budget delivery of research output.
 5. Develop and maintain effective communications and relationships with various stakeholders and organisations associated with the research activities. Proactively identify and source relevant funding opportunities, assisting with developing funding proposals and grant applications
 6. Provide efficient and timely support for the research team ensuring that workloads are managed and all objectives and deadlines are met. This includes the management of more complex research related issues escalated by junior team members.
 7. Maintain knowledge of national and international research programs and discipline by participating in internal and external networks. Advise on and develop new strategies for the support and implementation of research programs and actively participate in the continuous improvement of the College research practices and processes.
 8. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
 9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Postgraduate qualification, or progress towards postgraduate qualifications in a closely related discipline and demonstrated extensive relevant experience in a research or research support role, or an equivalent combination of relevant experience and education/ training.
2. High and consistent record of intellectual input and achievement in research, including demonstrated experience using qualitative research methodologies, designing and implementing research programs, collecting and analysing complex research data. Experience obtaining ethics approval for research projects may be regarded positively.
3. Ability to interact effectively in a culturally safe manner with people from diverse cultures, including First Nations people and communities.
4. Demonstrated high interpersonal and leadership skills, including an ability to negotiate and influence a wide range of stakeholders.
5. Demonstrated high level verbal and written communication skills, including in producing high quality publications and briefs, project progress reports and various research related papers.
6. Proven organisational and project-management skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively under limited supervision, meet competing deadlines and deliver high-quality outcomes.
7. Ability and willingness to undertake regular travel to pilot sites
8. A demonstrated high level of understanding of equal opportunity principles and policies and a commitment to their application in a University context.

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Supervisor/Delegate Name:		Dr Stefanie Puszka		Date:	24 July 2024