

## Role Name: Research Officer

### Role data

<b>Position no.</b>	E12186	<b>Work Area Profile</b>	Research and Evaluation team
<b>Work Level Classification</b>	Level 5	<b>Directorate/Business Unit</b>	Strategy and Policy
<b>Reports to (role)</b>	Manager Research Analytics and Insights	<b>Location</b>	Melbourne
<b>No. direct reports</b>	Nil	<b>No. of indirect reports</b>	Nil
<b>Version date</b>	October 21	<b>Tenure</b>	Fixed Term (3 years) 0.6 – 1.0 FTE

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### Work area profile

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: [www.ahpra.gov.au](http://www.ahpra.gov.au)

The Ahpra Research and Evaluation Team, which sits within the Strategy and Policy Directorate, reflects Ahpra's investment in enhanced evaluation and research projects and provides expert research and evaluation skills, advice and support to ensure high-quality evaluation and research work throughout the organisation.

### Role purpose

The Research Officer works within the Research and Evaluation Team, playing a key role in supporting a high-performing research team through the development, implementation, coordination and evaluation of research projects.

The Research Officer works on key research projects that provide a sound empirical basis for the regulation of Australian health practitioners registered under the National Scheme. They work collaboratively with their peers whilst leading dedicated projects in alignment with the research priorities and principles as detailed in the Research Framework for the National Scheme.

### Key accountabilities

- Research and Evaluation:
  - Interrogate administrative databases to identify and explore factors associated with risks to the public
  - Development and application of sound research methodology, data collection, data analysis, interpretation and dissemination of research results
  - Quantitative research skills such as the design and collection of data to answer research questions.
  - Qualitative research skills design and practical undertaking of interviews and focus groups
  - Statistical and thematic analysis.
  - Conduct literature/scoping reviews/systematic reviews using research methods.

- Preparation of research ethics proposals, meeting papers, presentations reports and publications as required
- Assisting with data extraction, cleansing, quality assurance and confidential release of data for research and analysis
- Project Management:
  - Manage research and evaluation projects with minimal supervision, including study design, planning, time management, regular progress reporting and delivery in line with agreed timelines
  - Identify and mitigate risks to the timely delivery of project results
- System Improvement
  - Participate in the development, review and continuous improvement of research practices
  - Contribute to the system of data governance and management for the purpose of the scheme
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants meaning to:
  - Take reasonable care for own and others' health, safety and wellbeing
  - Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures.

### Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Foundation
Displays leadership	Foundation
Generates and delivers the strategic vision	Foundation
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Foundation
Builds constructive working relationships	Advanced
Communicates effectively	Advanced
Demonstrates accountability in delivering results	Advanced
Uses information and technology systems	Advanced

Displays personal drive and integrity	Advanced
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Qualifications/Experience	Required
<b>Qualifications</b>	A relevant research qualification in health, allied health, public health or social sciences such as economics, health economics, econometrics, psychology, or a related field.
<b>Experience</b>	<p>Experiences as either a quantitative or qualitative researcher.</p> <p>Strong written communication skills with the ability to translate technical communication concisely for diverse audiences such as boards and executive management.</p> <p>Experience in working with large data sets with strong data processing skills</p> <p>Strong verbal communication skills to enable open information sharing within a team</p> <p><b>Desirable</b></p> <p>Experience in statistical analysis and thematic analysis principles within a health-capacity framework or qualitative research principles including in-depth interviews and discussion groups. Mixed method experience would be an advantage but not required</p> <p>Knowledge of structured query language (SQL) to perform basic data extractions</p> <p>Experience using statistical software including R</p> <p>Evaluation experience would be an advantage but not required</p>

## Key relationships

Internal relationships	External relationships
National boards	Research partners
Executive Officers	Jurisdictional health departments
Research Evaluation Committee	State, territory, national and international health research entities
National Executive Committee	
Agency Management Committee and relevant sub-committees	