

Role Name: Senior Research Officer

Role data

Position no.	E12187	Work Area Profile	Research and Evaluation team
Work Level Classification	Level 6	Directorate/Business Unit	Strategy and Policy
Reports to (role)	Manager Research Analytics and Insights	Location	Melbourne
No. direct reports	Nil	No. of indirect reports	Nil
Version date	October 2021	Tenure	Ongoing 0.5 – 1.0 FTE

DRAFT

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

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 Senior 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, evaluation and translation of research projects.

The Senior Research Officer works across a range of functions with a focus on qualitative and translational research work. The Senior Research Officer uses their strong written communication skills to tailor the communication of research findings to a broad range of stakeholders. They work across 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

- Written communication
 - Provide support and guidance to the research group in the communication of research findings.
 - Undertake write up of a wide variety of research projects, with clear language that is targeted to a broad range of audiences.
- Research and Evaluation:

- Development and application of sound research methodology, data collection, data analysis, interpretation and dissemination of research results
 - Design social, ethnographic or longitudinal research processes
 - Conduct literature/scoping reviews/systematic reviews using research methods.
 - Preparation of research ethics proposals, meeting papers, presentations reports and publications as required
 - Interrogate administrative databases to identify and explore factors associated with risks to the public
 - Quantitative research principles such as the design and collection of data to answer research questions.
 - Statistical and thematic analysis.
- Project Management:
 - Manage research and evaluation projects, 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 DRAFT
 - 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	Intermediate
Generates and delivers the strategic vision	Intermediate
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	Highly Advanced

Demonstrates accountability in delivering results	Advanced
Uses information and technology systems	Highly Advanced
Displays personal drive and integrity	Advanced

Qualifications/Experience	Required
Qualifications	A relevant research qualification in health, allied health, public health, social science or social research.
Experience	<p>Evidence of extremely strong written communication skills with the ability to translate technical communication concisely for diverse audiences such as boards and executive management.</p> <p>Experience with qualitative research principles including design, in-depth interviews and discussion groups</p> <p>Strong verbal communication skills to enable open information sharing within a team</p> <p>Desirable</p> <p>Social research or ethnographic research would be an advantage but not a requirement</p> <p>Quantitative research and Evaluation experience would be a 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	