POSITION DESCRIPTION

Research Officer

Position Level 7
Faculty/Division Medicine & Health
Position Number 00158428
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POSITION SUMMARY

A Research Officer plays a key role in providing administrative and practical research support for clinical neuroscience research projects.

The purpose of this role is to assist with the conduct of neuroscience clinical trials and research projects which will involve protocol development, ethics submission, patient recruitment, outcome assessment, preparation of reports and liaising with the investigators, participants and stakeholders. The Research Officer will have a patient facing role in the hospital environment, but also virtually through the Teleclinical Care Program. The Research Officer will monitor clinical variables, including vital signs and medication adherence, they will also make clinical decisions with the support of the medical team. The Research Officer will be part of and support a multidisciplinary team of researchers in the areas of stroke and cerebrovascular disease. The position will provide technical and research assistance to senior research staff in activities associated with various research projects.

The role of Research Officer reports to the Director of Clinical Neuroscience and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Recruit patients for clinical trials and prospective studies at the Prince of Wales Hospital, including the Emergency Department, Intensive Care Unit, Stroke Unit, Stroke Prevention Clinic and other patient care areas.
- Plan and develop protocol in identifying potential trial candidates, providing information on the trial(s) to the patients and families and obtaining consent for enrolment.
- Monitor patients enrolled in trials and prospective studies including recording of clinical data in case report forms and electronic capture databases such as RedCAP.
- Assist in the conduct of research that contributes to better understanding of stroke disease mechanisms, natural history and response to treatments, contributing where appropriate.
• Provide advice and direction for risk management in the conceptualisation, design, and successful conduct of projects.
• Prepare and contribute to the production of technical reports and manuscripts for publication, as well as tenders or grants for external funding.
• Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases. Perform quantitative/qualitative data analyses as required.
• Proactively assist with research reports, peer-reviewed publications, presentations, Human Research Ethics Committee applications and progress reports.
• Liaise with organisations, data custodians, stakeholders and collaborators, and participate in meetings and discussions as required.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant Qualifications as a Registered Nurse with a current licence to practice from the Australian Health Practitioners Regulation Agency (AHPRA) with minimum of 3 years post graduate experience in acute care nursing.
• Proven initiative, analytical and problem-solving skills, capacity to establish and meet deadlines and close attention to detail.
• Basic computing skills and experience with electronic Medical Records and the Research Ethics Governance Information System (REGIS) system.
• Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands. Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.