POSITION DESCRIPTION

Research Officer

Position Summary
The Research Officer will provide practical and efficient support predominantly, but not exclusively, on the qualitative research program for a newly established National Health and Medical Research Council Partnership Project that aims to develop a model of preventative health care for people with intellectual disability.

The Research Officer will also have the opportunity to contribute to other projects and research within the Department. The position will provide technical and research assistance to senior research staff in activities associated with various research projects, including the contribution and application of knowledge.

The role of Research Officer reports to the Research Fellow/Senior Research Fellow, and has no direct reports.

Accountabilities
Specific accountabilities for this role includes:

• Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of intellectual disability, contributing where appropriate. Coordinate the effective running of the qualitative research aspects of the research program, and the lived experience and support person advisory group.

• Liaise with the Human Research Ethics Committee, partnership management committee, advisory group, and other project stakeholders to ensure the projects meet UNSW ethical and peer-review standards and requirements.

• Support in the recruitment of people with intellectual disability, their support networks, and health professionals to participate in consultations.

• Provide practical and proactive project support and administrative services to the project team and stakeholders (including but not limited to conducting consultations).
• Conduct the research in a co-designed manner.

• Perform quantitative/qualitative data analyses as required by the research project.

• Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.

• Prepare and contribute to the production of technical reports, manuscripts for publication and tenders or grants for external funding.

• Develop and manage effective communications with key stakeholders, both internal and external to the project. Including reporting on the achievement of project milestones to the project governance structures.

• Support adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development.

• Work on additional research projects and perform other duties requested by the supervisor.

• Attend relevant professional development opportunities at UNSW.

• 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**

• Honours degree or equivalent in Health, Allied Health, Psychology, or other relevant discipline with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Knowledge, experience and understanding of the health care needs of marginalised populations.

• Knowledge of health care inequities and/or preventative health care of marginalised populations.

• Demonstrated project management experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.

• Demonstrated qualitative and quantitative research skills including understanding of processes and procedures in ethics submissions, participant recruitment, conducting interviews and focus groups, analysing data, and reporting results in peer reviewed literature.

• Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.

• Demonstrated skills in conducting co-designed research with people with disability.

• Excellent interpersonal skills.

• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
• Sound stakeholder management skills, with the ability to liaise effectively with a range of stakeholders including the ability to communicate with people with a communication impairment.

• Strong computer proficiency, including use of NVIVO (qualitative data analysis software), Excel, Outlook and referencing software.

• 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.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**Pre-employment checks required for this position**

- Verification of qualifications
- Criminal record check
- Working with children check.

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.