Position Description
Research Officer

Position Number: 00080366
Position Title: Research Officer
Date Written: June 2020

Faculty / Division: UNSW Medicine
School / Unit: St George and Sutherland Clinical School
Position Level: Level 7

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate, and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement, and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

- Demonstrates Excellence:
  - Delivers high performance and demonstrates service excellence.

- Drives Innovation:
  - Thinks creatively and develops new ways of working. Initiates and embraces change.

- Builds Collaboration:
  - Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.

- Embraces Diversity:
  - Values individual differences and contributions of all people and promotes inclusion.

- Displays Respect:
  - Treats others with dignity and empathy. Communicates with integrity and openness.
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The St George and Sutherland Clinical School was established in 1969 and is situated on the grounds of St George and Sutherland Hospitals, Sydney. The Clinical School has a long record of excellence in undergraduate teaching and clinical training as well as in biomedical and clinical trials research, with particular strengths in intensive care, thrombosis and haemostasis, surgical oncology, immunology/inflammation, and more recently the microbiome field with establishment of the Microbiome Research Centre (MRC) in 2017.

The Research Officer will provide operational and clinical support to the ‘Healthy Optimal Australian Microbiome’ (HOAM) Study for which the MRC is the coordinating centre. The position will be responsible for management and research coordination of the HOAM Study, including all aspects of participant recruitment, management, and retention, as well as research documentation. The position will involve direct contact with study participants including children, adults and elderly adults and their carers, and be a key liaison with associated clinicians and collaborating researchers/research sites. This position will be based at the St George & Sutherland Clinical School, St George Hospital, Kogarah but may require travel to other participating sites, schools, or centres within NSW.

The role of Research Officer reports to the Professor of Medicine (Director of the MRC), and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Manage and provide clinical support and operational assistance for the HOAM Study and contribute to clinical management of research projects as per ethically approved study protocol
- Coordinate all aspects of the scientific and ethical conduct of research involving human subjects in accordance with the NHMRC National Statement on Ethical Conduct in Human Research
- Undertake comprehensive reviews of all research governance activities such as Site-Specific Agreements (SSAs) and other research related contracts such as Clinical Trial Research Agreements
- Provide a high-quality care in a safe clinical research environment for all study participants, including working with vulnerable and at-risk populations such as children and the elderly with impaired cognition. The role requires guiding multiple participants through a structured study visit/protocol daily
- Comply with all ethical, legal and policy requirements ensuring integrity and sensitivity interacting with at-risk populations on sensitive issues
- Undertake physical examinations of research participants and collect human biospecimens, including taking blood samples, as per approved research protocols and in accordance with International Conference on Harmonisation - Good Clinical Practice (ICH GCP) requirements
- Prepare and present updates to research scientific meetings
- Other duties as determined by the Professor of Medicine relevant to and consistent with the position
- Cooperate with all health and safety policies and procedures of the university and research sites and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others
SELECTION CRITERIA

- Relevant tertiary qualification and extensive experience in a relevant field, or an equivalent combination of training and experience
- Demonstrated clinical experience in adult and geriatric populations, with experience working with people with dementia and competent skills in venepuncture
- Clinical skills and knowledge relevant to research-based projects, including clinical regulatory, ethical, and legal frameworks with capacity to apply critical thinking and clinical reasoning within a research context
- Highly developed organisational and proven ability to establish priorities, manage resources and tasks, meet deadlines, and work efficiently and effectively under pressure
- Excellent written, verbal, and interpersonal communication skills and ability to work independently as well as collaboratively as part of a multidisciplinary team
- Excellent organisational and time management skills with the ability to meet deadlines
- Demonstrated ability to present research findings at scientific research meetings
- Experience in the use of relevant computer software packages including Microsoft Office (Excel, PowerPoint, and Word), REDCap, and bibliographic databases (e.g. EndNote or equivalent)
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.