Position Description

Research Officer

Position Summary

The Shared Health Arrangements Research & Development (SHAREd) study is a collaboration between the Centre for Primary Health Care and Equity, UNSW (CPHCE); Sydney Local Health District (SLHD); and the University of Sydney (USYD). It is a mixed-methods pragmatic randomised trial of an intervention that aims to improve communication between the Mental Health Services (MHS) at SLHD and the general practitioners of the MHS consumers. Consumer and GP participants have been recruited. Baseline quantitative data has been collected. We are now preparing for the collection of follow-up data.

The Research Officer plays a key role in the organisation and conduct of follow-up interviews and the analysis and reporting of the qualitative data for the SHAREd study.

The role reports to the Senior Research Fellow and works with a multidisciplinary team at the CPHCE, the MHS at SLHD and USYD. The role has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work with the research team and the MHS to organise and conduct interviews with eligible participants (including MHS consumers, their GPs and MHS clinicians) to obtain qualitative and quantitative data.
- Manage data from the qualitative interviews including transcription and coding within NVivo; contribute to quantitative data entry in REDCap.
- Monitor ethics processes related to the qualitative study and reporting processes.
- Analyse interview data and contribute to reports based on the qualitative data.
- Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.
• Coordinate, plan, and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience

• A bachelor’s degree in health or related discipline that included qualitative research methods.

• Demonstrated experience in research in mental health service and/or general practice settings including working with clinical staff and mental health service consumers.

• Demonstrated experience in qualitative research methods including ethics applications, recruitment, conducting interviews, managing data and analysis.

• Experience working with a range of computer systems and applications, including Microsoft Office, NVivo and REDCap.

• 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 communication skills, including (but not limited to) effective communication in emails, documents and academic papers.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• 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.

• NSW drivers’ licence and flexibility to travel to health service sites and research office sites as required.