A Research Officer plays a key role in supporting and progressing research projects. This role will support a clinical research trial the "LaCE (Lactobacillus Paracasei LPB27 On Early Childhood Eczema)" trial, which is a randomised controlled trial aimed at recruiting children with eczema. The Research Officer will also be required to supporting additional research activities under the Gastroenterology Research Group.

The Research Officer will demonstrate and apply knowledge in aspects of the research, including being primarily responsible for the co-ordination of the 'LaCE' trial, and conduct of specific trial-related activities. The role reports to Chief Investigator, and has no direct reports.

Specific accountabilities for this role include:

- Provide expert and technical research support to stakeholders and contribute in the conduct of original research that contributes to better understanding of the clinical research trial "LaCE".
- Undertake quantitative (and, if appropriate, qualitative) research and evaluation as well as other research tasks such as, literature reviews, data collection, analysis and writing in areas that contribute to the clinical research trial "LaCE" strategy and research agenda.
• Responsible for timely start up, coordination, smooth running, documentation and monitoring of trial with support from the clinical and research team.

• Reporting research updates for the LaCE trial group. Reporting research updates for the Gastroenterology Research Group for other relevant research activities.

• Prepare and contribute to ethics applications, amendments and annual reports, as well as assist in the preparation of grant applications and annual reports, and other progress reports.

• Prepare and coordinate the content, formatting, printing, uploading or distribution of research study materials.

• Undertake data collection, including the collection of data from participants and medical records, as well as data entry, cleaning, coding and analyses of quantitative and qualitative data.

• Proactively engage effectively with stakeholders and the research community through consultation and liaison to develop strong relationships to achieve research outcomes.

• Collaborate and maintain relationships with researchers and stakeholders associated with the projects and research groups and participate in meetings and discussions as required.

• Acts as the liaison between Principal Investigator and all parties involved in the LaCE trial.

• Perform general administrative duties including attending meetings and training sessions, attend to enquiries and referrals with regards to research studies, data entry, prompt mailing of correspondence

• Work with the pharmacy, patients/parents or carers of patients, and attend recruitment clinics.

• Maintain up-to-date knowledge in regulatory, administrative and clinical frameworks and current clinical issues and practice as they pertain to research.

• Ensure all research is conducted in accordance with Good Clinical Practice (GCP) Guidelines, study specific protocols and all applicable national and international laws and regulations.

• Complete all mandatory and trial specific training 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 Sydney Children's Hospitals Network, 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 tertiary qualification as a Clinical Nurse Specialist, e.g. Clinical Nurse Specialist 2; or an equivalent level of knowledge gained through a combination of education, training or experience.

• Demonstrated experience in paediatrics.

• Sound clinical skills and attention to detail to ensure exemplary quality research.

• Detailed understanding of all aspects of clinical Trials including Good Clinical Practice.

• Demonstrated experience in research administration through any other combination of education, training and/or experience.

• Proven high level organisational skills, ability to establish priorities, with excellent attention to detail.
• Excellent interpersonal skills and the ability to communicate effectively with a variety of internal and external stakeholders from diverse backgrounds and levels of seniority as well as children, young people and families.
• Demonstrated ability to identify, analyse and solve problems to provide accurate and appropriate outcomes.
• Highly proficient computer literacy with excellent skills in Microsoft Office applications.
• Ability to make sound judgements and work both independently and as part of a team.
• Demonstrated experience supporting and contributing to projects and initiatives.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health & safety (psychosocial and physical) 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.