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.

- Delivers high performance and demonstrates service excellence.
- Thinks creatively and develops new ways of working. Initiates and embraces change.
- Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.
- Values individual differences and contributions of all people and promotes inclusion.
- 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 Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute’s research projects are conducted in partnership with communities most affected by epidemics.

The Kirby Institute aims to find ways to control infections, develop new therapies and preventative vaccines, as well as providing critical leadership to decision makers in Australia and internationally on the most effective, efficient and sustainable strategies to address epidemics.

The Viral Immunology Systems Program (VISP) is a collaborative team of clinicians and scientists encompassing the disciplines of infectious diseases, clinical epidemiology, and biomedical research, based in the Kirby Institute. The VISP is co-affiliated with the Kirby Institute and the School of Medical Sciences.

This Project Officer is responsible for the coordination and management of prison-based hepatitis C clinical research projects. The Project Officer is also responsible for supporting the activities of a newly formed international network (HCVax) connecting researchers working on hepatitis C vaccine development. The Project Officer will use their experience in clinical and biomedical research and experience in project management to oversee existing and new clinical and biomedical research projects.

The Project Officer reports to Head of the VISP and to the Clinical Trials Manager who works jointly with VISP and the Viral Hepatitis Clinical Research Program (VHCRP). The Project Officer will work closely with VISP senior investigators. This position has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Prepare and adapt key study materials including study protocols, ethics applications, progress reports, and other essential documents and study procedure manuals
- Coordinate meetings of research collaborators and record outcomes
- Establish and maintain relationships with key stakeholders both nationally and internationally
- In collaboration with other researchers, ensure that research projects are implemented in accordance with the approved protocols and timelines
- Ensure data collection is completed according to the study protocol and that appropriate conditions of confidentiality for all participant records is maintained
- If required, travel to study sites to meet with stakeholders and collaborators
- Establish and maintain study databases, analysis and interpretation of data
- Liaise with participating institutions, clinicians and funding bodies regarding the study requirements
- Collaborate with designers to develop and maintain content for project-related resources
- Perform other duties as requested by the supervisors
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that actions or omissions do not impact on health and safety
SELECTION CRITERIA

• Relevant qualifications and experience in clinical and biomedical research, and experience with project management.
• Excellent computer skills with the Microsoft Office suite with a proven aptitude for learning new software packages, such as database and statistical analysis software
• Excellent time management and organisational skills with a proven ability in establishing priorities and meeting deadlines
• Demonstrated experience in developing, implementing and coordinating research projects, including proven analytical, problem solving, reporting skills and ability to work independently
• Previous experience of data collection, database management, and data analysis
• Demonstrated experience completing ethical and regulatory applications and modifications
• Demonstrated ability to establish and maintain effective working relationships with multiple stakeholders
• Experience in coordination of viral hepatitis research and knowledge of the prison sector will be viewed favourably
• 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.