

# Research Officer

*Position Number: 00063950*  
*Position Title: Research Officer*  
*Date Written: September 2019*

*Faculty / Division: UNSW Medicine*  
*School / Unit: Kirby Institute*  
*Position Level: Level 6*

## 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.



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 HIV Epidemiology and Prevention Program is a well-established program within the Kirby Institute. The program conducts a range of research focusing on the epidemiology and prevention of HIV and other STIs, and in the natural history of HIV infection. Most of the program's work on epidemiology and prevention occurs with homosexual men as the main population of interest. The Research Officer is responsible for the management and monitoring of qualitative data collection within the HIV Peer Support Study which will involve participants from sites in Australia.

The Research Officer reports to Associate Professor of HIV Epidemiology and Prevention Program and will work closely with community stakeholders and research partners. This position has no direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Organise and participate in regular meetings with the project team, other Kirby Institute staff, and external stakeholders, including minute-taking and follow-up of actions
- Manage qualitative data collection, management, and analysis within a large cohort study.
- Ensure that data collection forms are completed according to the study protocol and that appropriate conditions of confidentiality for all participant records are maintained.
- Provide interpretation of study documents and prepare reports and other associated documents for stakeholders and other organisations as required.
- Communicate key findings with clear, concise and accurate written or verbal reports.
- Comply with data governance standards to ensure that data assets are appropriately managed.
- 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

## SELECTION CRITERIA

- Undergraduate qualification in a relevant field (e.g. health-related, biomedical, psychology, sociology/social policy), or equivalent combination of relevant experience, skills and qualifications.
- Demonstrated ability to ensure that appropriate conditions of confidentiality for all participant records are maintained.
- Previous experience with qualitative data management, conducting qualitative interviews, and qualitative data analysis.
- Previous experience with online data collection platforms such as SurveyGizmo or SurveyMonkey.
- Excellent computer skills with strong experience in Microsoft Office.
- Excellent communication and interpersonal skills with a proven ability to work effectively both independently and as part of a team, and to prioritise own workload and proven capacity to meet deadlines and the ability to pay attention to detail.
- Previous experience of working on research or other project/s related to HIV prevention, treatment, care, or support.
- Previous experience of working on research or other project/s conducted in gay communities, involving sensitivity to gay community health issues.
- Demonstrated ability in preparing high level written and oral communications addressing a range of audiences and settings.
- 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.