POSITION DESCRIPTION

Research Officer

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<th>Position Level</th>
<th>6</th>
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<tr>
<td>Faculty/Division</td>
<td>Medicine &amp; Health</td>
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<tr>
<td>Position Number</td>
<td>00147851</td>
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<td>Original document creation</td>
<td>30/11/2022</td>
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Position Summary

A Research Officer plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of complex psychosis.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, primarily within the Tertiary Referral Service of Psychosis programme (TRSP) within the Mindgardens Neuroscience Network.

The role reports to the Associate Professor and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of complex psychosis, contributing where appropriate.
- Support in the conceptualisation, design, and successful conduct of projects within the TRSP.
- Prepare and contribute to the production of technical reports, manuscripts for publication and tenders or grants for external funding.
- Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
• Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.

• Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required. Stakeholders may include people with severe mental illness, carers, support workers, clinicians, government and non-government organisations.

• Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.

• Contribute to the development of a research study by providing research support to senior researchers that are employing Delphi methodology to examine the training needs of public mental health clinicians in NSW in supporting recovery among people with complex psychosis.

• 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 university degree in social science, psychology, statistics, or biostatistics, or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.

• Demonstrated experience in supporting relevant research, including study design, data analysis and report writing. Experience in providing support to research involving individuals with mental illness and/or their carer, will be highly regarded.

• Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.

• Experience working with a range of computer systems and statistical applications and softwares, including SPSS, SAS, R, STATA, etc.

• 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 and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

• 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.
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.