The Senior Research Officer will oversee key parts of the Drug Trends program, collecting important data to inform policy and practice in Australia.

The Senior Research Officer position is a diverse role that involves project and employee management, as well as providing oversight of the planning, execution, and evaluation of the annual data collection. This role will also interpret, disseminate, and drive quantitative analyses from the project. This role is integral to the smooth running of the program, and is key to keeping stakeholders, employees, collaborators, and people who use drugs involved and connected to the Drug Trends program.

The Senior Research Officer reports to the Chief Investigator and has four direct reports.

Specific accountabilities for this role include:

- Provide day to day management of employees working on the project, including training and supervision related to study design, data collection, reporting, and project management.
- Coordinate the project cycle, including participant recruitment, screening, data collection (including interviews with people who regularly use drugs) and reporting.
- Perform quantitative data analyses as required by the research project.
- Lead technical reports and contribute to the production of peer-reviewed publications.
- Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases.
- Develop and manage effective communications with key stakeholders and collaborators, both internal and external to the project.
- Report on study progress to the investigator team at meetings and teleconferences to assist with timely completion of project activities within available resources.
- Ensure the ethical conduct of the study, including managing and coordinating the preparation, submission and maintenance of various ethical approvals.
- Contribute to the ongoing development and improvement of the study design, reporting, and execution.
- 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

- Honours degree in psychology, public health, health sciences, or social sciences or broader science/health discipline with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Experience of overseeing the day-to-day management of staff, including managing workflow, training and mentoring staff, and ensuring a productive and positive work environment.
- Excellent organisational skills with experience in research project management including the ability to work independently, prioritise tasks, and meet deadlines. Previous experience coordinating multi-site research projects would be advantageous.
- Strong experience in quantitative data analysis and data management. Experience using statistical software like SPSS, Stata and/or R would be advantageous.
- Strong written and oral communication skills including the ability to contribute to research outputs and reports for diverse audiences.
- Experience complying with ethical, legal, and policy requirements. Experience interacting with marginalised or at-risk populations, including a demonstrated understanding of the challenges and opportunities working with such communities, would be advantageous.
- 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.