POSITION DESCRIPTION

Research Officer

Position Level 6
Faculty/Division Medicine
Position Number 00090064
Original document creation 29/10/2021

Position Summary

The Research Officer position will play a key role working on research projects forming part of the Drug Trends program, collecting important data to inform policy and practice in Australia.

The Research Officer position is a diverse role that predominantly contributes to the Illicit Drug Reporting System (IDRS) and Ecstasy and Related Drugs Reporting System (EDRS) projects. The Research Officer will be involved in all stages of these key projects – from survey design, data collection and analysis, report writing, information dissemination, and planning for future projects.

The role reports to the Senior Research Project Coordinator and will have approximately 5-10 casual interviewing staff reporting to them during data collection.

Accountabilities

Specific accountabilities for this role include:

- Work with the broader Drug Trends team to deliver outputs that contribute to a better understanding of drug trends and drug related harms and behaviours in Australia.

- Contribute to participant recruitment, screening, and data collection, the latter including interviewing participants who regularly use drugs.

- Perform quantitative data analyses as required by the research project and contribute to data management.

- Proactively assist with writing research reports, peer-reviewed publications, presentations, ethics applications and progress reports.

- Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.
• Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
• Co-ordinate employment, training and supervision of casual staff for data collection.
• 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 health, public health, psychology, social work, or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
• Experience working in the field of drug and alcohol research or service provision and/or demonstrated understanding of the challenges and opportunities when working with disadvantaged or minority communities, would be advantageous.
• Training and experience in advanced quantitative statistical analyses. Experience using statistical software like SPSS, Stata and/or R would be advantageous.
• Excellent written and verbal communication skills and superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands, with excellent time management skills.
• 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.

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.