The National Drug and Alcohol Research Centre (NDARC) was established at the University of New South Wales by the Commonwealth Government in 1986 to extend the knowledge base required for effective treatment of individuals with alcohol and other drug related problems and to enhance the overall research capacity in the drug and alcohol field. The Centre is highly regarded, both nationally and internationally, for its contribution to drug and alcohol research.

The Trial Research Officer will be instrumental in the day-to-day conduct of a clinical trial of a new medication for methamphetamine ‘ice’ use, called the Tina trial. Further information about the Tina trial can be found at www.tinatrial.info. The incumbent will be required to recruit and interview potential trial participants, screening them for suitability to enter the clinical trial, and if suitable enrol them in the trial and collect data from participants at scheduled appointments as described in the trial protocol. The incumbent will also be involved in data entry and data management; undertake management of biological samples; assist in recruitment strategies and participant contact and undertake general administrative duties involved in research conducted within the unit. This is a multi-site clinical trial, and the incumbent will work as part of a multidisciplinary team of researchers and clinicians. The position will be based primarily at Next Step Community Alcohol and Drug Service, East Perth & Fremantle. Travel in the field is required and some work duties will involve undertaking assessments with trial participants in the field and in collaborating services.

The role of Research Officer reports to an Associate Professor and has no direct reports.
Accountabilities

Specific accountabilities for this role include:

• Conduct interview assessments with research participants using psychiatric rating scales and other validated questionnaires.

• Perform data collection for the study.

• Monitor the implementation of risk assessment procedures for each trial participant, ensuring that participant care is appropriate to the perceived risk while maintaining the patient’s dignity and rights. This should include a commitment to actively managing the environmental risks encountered.

• Coordinate invitations and appointments for study participants including: recruiting new participants; conducting trial interviews; follow up of missed appointments; obtaining address details and necessary consent forms from study participants; conducting assessments and interviews and collecting other relevant data; and data entry as required.

• Manage the research project on a day-to-day basis by ensuring that data is being collected and stored appropriately according to procedural requirements of the research project and conforming to good clinical practice guidelines.

• Communicate and liaise with other research staff within Next Step Community Alcohol and Drug Service, and other trial collaborating groups.

• Experience with the principles of good clinical practice and a commitment to operate within these guidelines.

• Maintain strict standards of confidentiality.

• Attend relevant meetings and participate in the planning and review of the trial research protocol and related activities as required.

• Participate in Quality Assurance procedures related to the project and service, including any necessary training and review meetings implemented across trial sites.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Follow all policies and procedures of Next Step Drug and Alcohol Services.

• 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.

Skills and Experience

• Completion of a degree or post-graduate qualification in psychology, nursing, social work or other relevant discipline and/or relevant work experience.

• Strong interpersonal, organisational, time management and communication skills.

• Demonstrated ability to apply strong critical thinking and sound judgement when making decisions.
• Demonstrated administrative skills including proficient use of Microsoft Office suite of products.

• Demonstrated experience using data software (e.g., REDCap, SPSS, Stata, SAS or R).

• Exceptional record keeping skills and a high level of attention to detail.

• Demonstrated organisational skills including the demonstrated ability to maintain a high standard of data record keeping and a demonstrated ability to meet competing deadlines.

• Demonstrated ability to liaise with (and/or negotiate with) research clients and other research teams.

• Current driver’s licence.

• Demonstrated experience in clinical interviewing and assessment.

• Commitment to integrity, confidentiality, and sensitivity in interacting with marginalised or at-risk populations and about sensitive issues, including in complying with ethical, legal, and policy requirements.

• 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.