Position Description

Research Officer

Position Level | 6
Faculty/Division | Medicine & Health
Position Number | 00099737
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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 areas of health services and public health.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, including the contribution and application of knowledge in the field of patient and medicines safety to a range of projects conducted within the School of Population Health.

The role reports to the Senior Lecturer in Health Management 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 how medicines safety can be improved, contributing where appropriate.
- Support in the successful conduct of projects within the areas of patient safety.
- 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 and qualitative data analyses as required by the research project.
• Proactively assist with the preparation of 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, 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.

• 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 healthcare, health services, public health or a related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.

• Relevant experience in administration or coordination of a range of research projects.

• Experience in managing and contributing to written research reports and publications.

• Experience in preparing or coordinating grant applications to NHMRC and other funding bodies will be highly regarded.

• Experience working with a range of data management software such as Qualtrics, SPSS and nVivo will be highly regarded.

• 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.