POSITION DESCRIPTION

Research Officer

Position Level 6
Faculty/Division Medicine & Health
Position Number 00096896
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Position Summary
The Research Officer plays a key role in supporting research projects as part of a multidisciplinary team of researchers, providing technical and research assistance to senior research staff in activities associated with various research projects for the Gynaecological Cancer Research Group.

The Research Officer will work across the general gynaecology and gynaecological oncology departments at the Royal Hospital for Women, as well as the Lowy Cancer Research Centre, located on the UNSW Kensington campus.

The role reports to Associate Professor, Gynaecological Cancer, and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Coordinate the recruitment, clinical records and follow up of participants for research studies in gynaecology and gynaecological cancer, including the collection of biospecimens.
- Coordinate appointments and perform blood collection from community volunteers.
- Provide clinical support and operational assistance for clinical research and contribute to management of research projects as per individual study protocols.
- Contribute to writing Human Research Ethics documents, annual project HREC reporting, and registry updates as required.
- Communicate and liaise with appropriate research team members regarding the progress of the studies.
- Manage and maintain current, complete, and accurate research databases.
• Manage relationships and liaise with participating research institutions and clinicians regarding study requirements.

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

• Support other clinical research projects in gynaecological cancer as required by the Associate Professor of Gynaecological Cancer.

• Attend and participate in research meetings as required.

• Other duties, relevant and consistent with the position.

• 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**

• Relevant qualifications as a Registered Nurse with current registration with the Australian Health Practitioners Regulation Agency (AHPRA).

• Current Australian drivers licence.

• Demonstrated experience in nursing within an oncology or general gynaecology unit.

• Demonstrated experience in blood collection or willingness to update qualification.

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

• 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.

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**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.