POSITION DESCRIPTION

Research Officer

Position Level 6
Faculty/Division Medicine
Position Number 00088298
Original document creation 5/11/2020

Position Summary

The Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute’s research projects are conducted in partnership with communities most affected by epidemics.

The Kirby Institute aims to find ways to control infections, develop new therapies and preventative vaccines, as well as providing critical leadership to decision makers in Australia and internationally on the most effective, efficient and sustainable strategies to address epidemics.

The Research Officer within the Aboriginal and Torres Strait Islander Health Program (ATSIHP) will coordinate and contribute to innovative projects to reduce sexually transmissible infections.

The role is Indigenous-identified. The Research Officer reports to an Epidemiologist 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 the control of sexually transmissible infections.
- Support in the conceptualisation, design, and successful conduct of research projects.
- 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 data analyses as required by the research project.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- Develop and monitor human research ethics applications and research protocols, provide problem solving and resolution to any evolving problems related to design, implementation, and analysis.
- 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.
- Build and maintain stakeholder relationships with Aboriginal and Torres Strait Islander communities and health organisations at local, jurisdictional and national level, as well as government bodies and funding agencies responsible for Aboriginal and Torres Strait Islander health.
- Perform other duties as requested by supervisor.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- 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**

- Postgraduate qualifications and previous research project management in Aboriginal Health or an equivalent level of knowledge gained through any other combination of education, training and/or experience related to Aboriginal and Torres Strait Islander Health, public health or primary health care settings.
- Demonstrated experience in stakeholder engagement, ideally with organisations with alignment to the program (i.e. peak Aboriginal and Torres Strait representative bodies, Aboriginal Medical Services/Aboriginal Controlled Health Organisations etc).
- Experience in public health for Aboriginal and/or Torres Strait Islander health and/or sexually transmissible infections.
- Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.
- Experience working with a range of computer systems and applications, including Microsoft Word, Excel and PowerPoint. Demonstrated experience using STATA or similar software will be highly regarded.
- Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
- 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.