**POSITION DESCRIPTION**

**Research Officer**

<table>
<thead>
<tr>
<th>Faculty/Division</th>
<th>Medicine &amp; Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification Level</td>
<td>Professional 6</td>
</tr>
<tr>
<td></td>
<td>G - Administrative, Clerical, Computing, Professional &amp;</td>
</tr>
<tr>
<td>Hours &amp; Span (Category)</td>
<td>Research Staff</td>
</tr>
<tr>
<td>Position number</td>
<td>00160396</td>
</tr>
<tr>
<td>Shiftwork status</td>
<td>NOT SHIFTWORKER</td>
</tr>
<tr>
<td>Allowances</td>
<td>N/A</td>
</tr>
<tr>
<td>On call arrangements</td>
<td>N/A</td>
</tr>
<tr>
<td>Original document creation</td>
<td>27 May 2024</td>
</tr>
</tbody>
</table>

**Position Summary**

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures, and prevention strategies that have the greatest chance of success.

The **Research Officer** plays a key role in supporting research as part of the ACTUP-PNG project. 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 data and phylogenetic analyses for projects within the Asia and Pacific Health Program at The Kirby Institute UNSW.

The role reports to the Associate Professor and ACTUP Project Managers, supporting the Asia and Pacific Health Program and has no direct reports.

**Accountabilities**

Specific accountabilities for this role include:

- **Provision of practical and efficient data collection and research support, assisting in the conduct of analyses that assess point-of-care testing, treatment and care programs for HIV and other infectious diseases in Papua New Guinea, contributing where appropriate.**

- **Support in the conceptualisation, design, and successful conduct of biostatistical, HIV sequencing and phylogenetic analyses.**
- 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 data and research integrity.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively assist with 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, 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.
- 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 psychosocial or physical health and safety of yourself or others.

**Skills and Experience**

- A university degree in medical science or related discipline, or an equivalent level of knowledge gained through a combination of education, training, or experience.
- Experience in HIV or infectious diseases research support, data collection, biostatistical analysis and phylogenetic studies.
- 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 Office suite (Word, Excel), Teams and biostatistical packages such as STATA or SPSS.
- 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 & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.
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.