POSITION DESCRIPTION

Research Officer

Position Summary

A Research Officer plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of mental health.

The position will provide technical and research assistance to senior research staff in activities for a research project on nutrition-related hospitalisations (e.g., nutritional deficiency) in people who use mental health services conducted by the Discipline of Psychiatry & Mental Health, School of Clinical Medicine and the InforMH team, based within the System Information and Analytics Branch at the NSW Ministry of Health (St Leonards).

The role reports to the Senior Research Fellow, supports the Professor of School of Psychiatry 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 nutrition-related hospitalisations in people who use mental health services, contributing where appropriate.
- Support in the conceptualisation, design, and successful conduct of the project.
- 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/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.

• Ensure confidentiality and privacy of health data in line with relevant regulations and best practice guidelines, maintaining the trust and integrity of the research project.

• Apply statistical techniques for data cleaning and analysis using statistical software like R, SAS, or Python, ensuring the quality and reliability of the results.

• Interpret statistical outputs and translate these into actionable insights and reports that are understandable for a diverse audience, including researchers, clinicians, and stakeholders.

• Work closely with the supervisory team to devise and implement appropriate strategies for data management and analysis, actively contributing to the methodological aspects of the project.

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

• Substantive experience or training in statistical methods applicable to healthcare data including but not limited to regression analysis, survival analysis, longitudinal data analysis, and missing data imputation techniques.

• Proficiency in one or more statistical software packages (e.g., R, SAS, or Python), and ability to write custom code/scripts for data cleaning and analysis.

• Experience conducting and interpreting statistical analyses of population-based health administrative or other health-related data, including linked datasets.

• A solid foundation in statistical theory and methods, with a special emphasis on their application in health research, and a proven ability to handle, analyse, and interpret complex healthcare datasets.

• Ability to clearly communicate statistical concepts and results to non-statistical audiences, demonstrating excellent data visualisation skills.

• Knowledge of ICD-10 coding, experience in working with hospital admission datasets, and familiarity with data linkage and observational study designs will be highly regarded.

• 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 Windows operating system and Microsoft Office.

• 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.

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.