POSITION DESCRIPTION

Research Associate

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 Sexual Health Program (SHP) works to develop and conduct clinical and public health research on sexualities, sexual health and sexually transmissible infections across a variety of populations. Key populations include gay men, people living with HIV, young people, sex workers, people who inject drugs, Indigenous people, prisoners and travellers.

The role of Research Associate reports to the Lecturer and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Contribute to the preparation of key study materials including the protocol, ethics application, funding applications, essential documents and study procedure manuals
- Contribute to the preparation of proposed study budgets and obtain both financial and investigator agreements
- Monitor and advise on maintenance of data integrity and implementation of study protocols
- Conduct qualitative analyses of in-depth interview data and other qualitative data, and assist to incorporate findings into briefings, submissions, policy papers and reports and into peer-reviewed publications as required
- Provide interpretation of study documents and prepare reports and other associated documents for institutions such as ethics committees as required
• Provide clear, accurate and timely advice to audiences with varying research literacy and seniority on the key findings of any analysis
• Communicate key findings of analysis with clear, concise and accurate written or verbal reports
• Contribute to the development of analysis plans and present study data at both national and international forums with private and public sector groups or agencies
• Perform other duties as requested by your 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
• PhD degree in a relevant discipline (e.g. public health, health economics, social science, epidemiology, biostatistics) or a relevant Master's degree with substantial relevant experience in design or evaluation of public health interventions, and/or relevant work experience.
• Excellent track record of research in a related discipline, which has resulted in peer-reviewed publications
• Highly developed data analysis skills and experience in use of qualitative software packages
• Demonstrated ability to conceptualise novel research questions in areas relevant to public health or health services research, and to develop these into research outputs
• Evidence of an increasing trajectory of research excellence and productivity
• Demonstrated research coordination skills including the preparation and execution of studies activities, from protocol development to data collection and analysis
• Interest or experience in HPV vaccination in adolescents with disability, qualitative research, and/or community-based research would be well regarded
• Excellent interpersonal and communication skills, with proven ability to build successful working relationships with a variety of people, both internal and external
• 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

Pre-Employment Checks Required for This Position
• Verification of qualifications

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.