POSITION DESCRIPTION

Senior Project Officer

Position Level | 7
Faculty/Division | Medicine & Health
Position Number | 00100870
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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 Senior Project Officer will provide research and project management support and will work as part of a multidisciplinary team of researchers in HIV prevention. This position will be responsible for coordinating the submission of ethics applications, assisting with the development of study protocols and new funding proposals, and coordinating the conduct of data collection and analysis. The position will provide technical and administrative project assistance to senior research staff.

The role of Senior Project Officer will report to a Senior Research Fellow, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Develop and monitor the delivery of PrEP related projects and initiatives to achieve operational and strategic goals.
- Coordinate and manage project tasks including ethics applications, project meetings, surveys, recruitment of participants and analysis of survey data.
- Monitor, track and report on the status of project deliverables to ensure time, cost and quality metrics are in line with approved project plans for assigned projects.
- Assess and manage project risks and issues and provide solutions where applicable.
- Provide high level of proactive project support to the Senior Research Fellow and other lead investigators and liaise with other research team members as required.
• Establish and maintain effective communications and strong working relationships with collaborators and internal and external stakeholders, providing advice and updates on projects as applicable.
• Develop and maintain data analysis plans and conduct management, cleaning, and analysis of research data, including multivariate analysis.
• Develop and prepare high quality customised data reports for research outputs and communicate with stakeholders to ensure they are well informed about data reports and key project updates.
• Coordinate adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development.
• 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
• Relevant public health degree with subsequent relevant experience or an equivalent level of knowledge gained through any other combination of training and/or experience. Experience working in HIV prevention is highly desirable.
• Demonstrated experience and skills in project management and the ability to collaborate effectively in a multidisciplinary team.
• Excellent organisational, analytical, and problem-solving skills, with proven capacity to work independently and meet deadlines.
• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.
• Demonstrated strong knowledge of Microsoft Office applications (Word, Excel, and PowerPoint in particular) for word processing, handling spreadsheets and preparation of presentations.
• Experience with health research design, survey development, data management, data analysis, statistics, analysis of health policy, and/or translating research findings into policy and practice.
• 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.