POSITION DESCRIPTION

Research Officer

Position Level 7
Faculty/Division Medicine & Health
Position Number 00080366
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Position Summary

The Research Officer will provide operational support to the MRFF funded studies for the ‘Healthy Optimal Australian Microbiome’ (HOAM) and ‘MothersBabies’ program, for which the MRC is the coordinating centre. The position will be responsible for management and research coordination of the HOAM Study, including all aspects of participant recruitment, management and retention, as well as research documentation. The position will involve direct contact with study participants including children, and adults, with a particular focus on recruitment of women considering pregnancy. The role will be a key liaison with associated clinicians and collaborating researchers/research sites. This position will be based at the St George & Sutherland Clinical School, St George Hospital, Kogarah but may require travel to other participating sites, schools or centres within NSW.

The role of Research Officer reports to the Professor of Medicine (Director of the MRC), and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Manage and provide clinical support and operational assistance for the HOAM and MothersBabies Studies and contribute to clinical management of research projects as per ethically approved study protocol.

- Coordinate all aspects of the scientific and ethical conduct of research involving human subjects in accordance with the NHMRC National Statement on Ethical Conduct in Human Research.

- Undertake comprehensive reviews of all research governance activities such as Site Specific Agreements (SSAs) and other research related contracts such as Clinical Trial Research Agreements.

- Provide a high-quality care in a safe clinical research environment for all study participants, including working with vulnerable and at-risk populations such as children and the elderly with impaired cognition. The role requires guiding multiple participants through a structured study visit/protocol daily.
• Comply with all ethical, legal and policy requirements ensuring integrity and sensitivity interacting with at-risk populations on sensitive issues.

• Undertake physical examinations of research participants and collect human biospecimens, including taking blood samples, as per approved research protocols and in accordance with International Conference on Harmonisation - Good Clinical Practice (ICH GCP) requirements.

• Prepare and present updates to research scientific meetings.

• 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 tertiary qualification and extensive experience in a relevant field, or an equivalent combination of training and experience.

• Demonstrated research experience in patient recruitment within a range of populations

• Clinical skills and knowledge relevant to research-based projects, including clinical regulatory, ethical and legal frameworks with capacity to apply critical thinking and clinical reasoning within a research context.

• Highly developed organisational and proven ability to establish priorities, manage resources and tasks, meet deadlines and work efficiently and effectively under pressure.

• Excellent written, verbal and interpersonal communication skills and ability to work independently as well as collaboratively as part of a multidisciplinary team.

• Excellent organisational and time management skills with the ability to meet deadlines.

• Demonstrated ability to present research findings at scientific research meetings.

• Experience in the use of relevant computer software packages including Microsoft Office (Excel, PowerPoint and Word), REDCap, and bibliographic databases (e.g. EndNote or equivalent).

• 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.