POSITION DESCRIPTION

Project Officer

Position Level  6  
Faculty/Division  Medicine & Health  
Position Number  00101747  
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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 Project Officer will work as part of a small team supporting the COVID-19 Positive Results Hotline providing real time support for remote Aboriginal and Torres Strait Islander communities. The Project Officer will also support the team to develop and revise Program procedures and update documentation, provide analytical and reporting support, develop communications and provide administrative support for key projects.

The role reports to the Diagnostics Innovations Group Leader, Surveillance Evaluation and Evaluation Research Program.

Accountabilities

Specific accountabilities for this role include:

- Provision of support to the COVID-19 positive results hotline, which includes but is not limited to receiving calls and actioning point of care results, reporting cases and facilitating active consultation with internal and external stakeholders and clinicians.

- Liaise, develop and manage effective communications with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions around the COVID-19 Point-of-Care Testing Program.

- Manage the technical and analytical aspects of the point of care databases including performing data entry, cleaning, extraction, and quantitative analysis.
Support the development of new Program and emergency response procedures, which includes but is not limited to conducting reviews and updates of standard operating procedures and supporting documents in consultation with team members.

Monitor and manage document control including version control, authorisation, tracking, release and communication of changes.

Proactively conduct administrative day-to-day support within the framework of agreed projects, timelines and responsibilities.

Provision of practical and efficient administrative support for academic researchers, assisting in the conduct of research that contributes to a better understanding of the control of COVID-19.

Support the successful conduct and reporting of research projects.

Proactively assist with ethics and governance applications and progress reports.

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 health and safety of yourself or others.

Skills and Experience

- A degree, with relevant experience related to infectious disease research or management, or a Masters in Public Health (or working towards the completion of one). Experience in medical laboratory research is highly desirable.

- Demonstrated experience in quantitative data analysis including good working knowledge on data management and analysis using statistical software programs is desirable.

- 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.

- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

- Experience working with a range of computer systems and applications, including Microsoft Word, Excel and PowerPoint.

- 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.