The Research Officer will assist with a Dementia Collaborative Research Centres (DCRC) funded randomised controlled trial of an online alcohol intervention program that has been adapted for older adults (n=800). The trial aims to determine whether an online alcohol intervention results in a reduced rate of cognitive decline and decreased alcohol use over a 12-month period. All trial procedures will be fully conducted online with some telephone support where needed.

The Research Officer reports to Scientia Senior Lecturer and has no direct reports.

**Accountabilities**

Specific accountabilities for this role include:

- Collaborate with web developers to develop the trial website and ensure smooth running of online trial
- Manage day-to-day conduct of the trial, including participant recruitment, online questionnaire administration, participant retention through the intervention and participant follow-up
- Provide online and telephone support to participants throughout the trial as necessary
- Conduct data management tasks including data entry, cleaning and monitoring data and maintenance of relevant study databases.
- Perform statistical analysis of trial data
- Prepare progress reports for ethics in a timely manner
- Contribute to the dissemination of trial findings through reports, conference presentations and peer-reviewed publications
- Undertake ad-hoc projects and other activities relevant to the role’s key accountabilities as approved by the manager and commensurate to the role’s classification level
• 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 in Psychology, Health Science or a related discipline, or an equivalent level of knowledge gained through any other combination of education, training or experience

• Demonstrated experience in alcohol-related and/or dementia-related research

• Experience in developing and working on research projects, including expertise in using research protocols, experimental design, ethics submissions and grant applications

• Demonstrated project management experience, including ability to meet project requirements and deadlines

• Strong organisational skills including the ability to prioritise a range of tasks and meet deadlines

• Research experience including data collection, management and analysis, preferably in the field of both mental health and neuropsychology

• Experience in recruiting and retaining older participants in a research context will be highly regarded

• Excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills

• Dedication to subject confidentiality and research ethics, particularly with respect to data of a sensitive nature

• Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work

• 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.