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## POSITION DESCRIPTION

# Research Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00153543
Shiftwork status	NOT SHIFTWORKER
Allowances	Click or tap here to enter text.
On call arrangements	Click or tap here to enter text.
Original document creation	1 February 2023

### Position Summary

The Research Officer will play a key role in supporting research projects as part of a multidisciplinary team of researchers, including people with intellectual disability, in the area of intellectual disability health. The team is based at the National Centre of Excellence in Intellectual Disability Health. This team aims to equip people to meet the health care needs of people with intellectual and developmental disability.

The Research Officer will have the opportunity to contribute to a wide range of projects and research within the Centre. The position will provide technical and research assistance to senior research staff in activities associated with various projects. The position will also provide support to lived experience researchers who are part of the team.

The role reports to the Senior Research Fellow and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to the research team and stakeholders, assisting in the conduct of research that contributes to a better understanding of the health needs of people with intellectual disability.
- Support in the conceptualisation, design, and successful conduct of projects components in a co-designed manner. Including assisting in the recruitment of people with intellectual disability, their support networks, and health professionals to participate in research projects.
- Manage the technical aspects of databases, including coordinating and executing data cleaning, and management, and ensuring research integrity in research databases.
- Perform quantitative and qualitative data analyses as required by the research team.

- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications, progress reports, and tenders or grants for external funding.
- Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.
- Liaise with organisations, stakeholders and collaborators and actively participate in meetings and discussions as required.
- Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
- Support lived experience researchers to contribute to various research projects and Departmental activities.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

### **Skills and Experience**

- Honours degree or equivalent in Health, Allied Health, Psychology, or other relevant discipline with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Knowledge, experience and understanding of the health care needs of marginalised populations, including people with intellectual disability and developmental disability.
- Experience working with and/or supporting people with lived experience of intellectual disability.
- Knowledge of research protocols, experimental design and planning involved in developing research projects and reporting against milestones.
- Experience working with a range of computer systems and applications, including NVIVO, SPSS, SAS, Excel, Outlook and referencing software.
- Demonstrated superior interpersonal communication skills, including for people with communication impairment, 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.
- Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- 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.