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POSITION DESCRIPTION

Research Officer

Faculty/Division	Arts, Design & Architecture
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00203725
Shiftwork status	NOT SHIFTERWORKER
Allowances	Not applicable
On call arrangements	Not applicable
Original document creation	2 October 2024

Position Summary

A **Research Officer** plays a key role in supporting research projects as part of a multidisciplinary team of researchers in Drug Policy Modelling Program at the Social Policy Research Centre.

The DPMP was established to develop the evidence-base for policy, translate high quality research that will contribute to policy and continue to study the policy-making process in Australia. The successful incumbent will support the research team and contribute to policy-relevant research projects, as well as assisting with the collection and interpretation of results, dissemination of results and administration activities as required by the research team.

The role reports to the Director, DPMP and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of alcohol and other drug policy.
- Support in the conceptualisation, design, and successful conduct of research projects which contribute to the development of drug policy research.
- Prepare and contribute to the production of technical reports, manuscripts for publication and tenders or grants for external funding.

- Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.
- Liaise with organisations, data custodians, 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.
- Ensure consumer and community confidentiality is maintained to build and maintain trust within individuals and key stakeholder groups.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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

- A university degree in a drug policy related field (social sciences, criminology, public health, public policy) or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
- Demonstrated capacity to undertake drug policy-related research including proficiency in literature reviews, ethics applications, data collection, data entry and data analysis using qualitative and/or quantitative methods
- Experience in interviewing, organising and running focus groups, and/or other qualitative or quantitative methods
- Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.
- 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.
- 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.