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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	00203477
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	27 September 2024

### Position Summary

A **Research Officer** plays a key role in supporting research projects and research administration as part of a multidisciplinary team of researchers, including people with intellectual disability. Our research team is based within the National Centre of Excellence in Intellectual Disability Health (referred to herein as "the Centre"). The Centre's purpose is to improve the health of people with intellectual disability.

The Research Officer will provide practical and efficient support predominantly, but not exclusively, on two projects within the Research and Data Team of the Centre. These projects in intellectual disability health are an audit of research funding and an assessment of clinical trials eligibility criteria. The Research Officer will also support research administration.

The role reports to the Research Manager and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to the research team, assisting in the conduct of research that contributes to a better understanding of the current funding landscape in intellectual disability health and the inclusion of people with intellectual disability in clinical trials, contributing where appropriate.

- Support in the conceptualisation, design, and successful conduct of projects with landscape analyses, surveys, consultation with people with intellectual disability.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively prepare and contribute to research and technical reports, peer-reviewed publications, presentations, and progress reports.
- 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.
- Work with lived experience project officers and their workplace support officers using co-designed methods.
- 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**

- Honours degree or equivalent in Health, Allied Health, Psychology or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
- Experience working with and/or supporting people with lived experience of intellectual disability.
- Knowledge of research methods, particularly designing surveys, qualitative analysis, involved in developing research projects and reporting against milestones.
- Experience working with a range of computer systems and applications, including NVIVO, SPSS, Qualtrics, referencing software and commonly utilised programs within Microsoft Office such as Excel, Teams, and SharePoint.
- 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.