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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	00187025
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	17 June 2024

Position Summary

The **Research Officer** plays a key role within the National Centre for Clinical Research on Emerging Drugs (NCCRED) in supporting projects as part of a small multidisciplinary team of professional, research and knowledge translation staff, as well as with external partners. The position will provide technical and research support to senior research staff in facilitating a dynamic program of clinical research.

The **Research Officer** reports to the Project Manager (NCCRED) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient clinical research support to senior staff and stakeholders, including in the conduct of research that contributes to a better understanding of methamphetamine and emerging drugs.
- Monitor clinical research projects in accordance with the International Council for Harmonisation (ICH) Guidelines for Good Clinical Practice (GCP), provide problem solving and resolution to any evolving problems related to design, implementation, and analysis.
- Contribute to the conceptualisation, design, and successful conduct of clinical research.

- Prepare and contribute to the production of technical reports, ethics submissions, 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.
- Prepare peer-reviewed publications, presentations, and progress reports.
- 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.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

- A university degree in a related discipline, and a high level of knowledge gained through a combination of education, training, or experience.
- At least 3 years of experience as a Research Assistant or in a related role
- Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.
- Experience working with a range of computer systems and applications, including SPSS, REDCap and EndNote.
- 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 & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.
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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.