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POSITION DESCRIPTION

Trial Psychologist

Faculty/Division	Science
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00204173
Shiftwork status	NOT SHIFTERWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	25 September 2024

Position Summary

A **Trial Psychologist** supports activities on the CogCoach-Health project - a randomised controlled trial of an online chronic disease risk reduction intervention targeted at older adults experiencing Subjective Cognitive Decline (SCD) or Mild Cognitive Impairment (MCI), funded by the Medical Research Future Fund (MRFF). The Trial Psychologist supports consumer consultations, contributes to protocol and intervention development during trial set up, and assists with participant screening and monitoring participant mental wellbeing.

The role of Trial Psychologist reports to Professor Kaarin Anstey, supporting the Faculty of Science and School of Psychology and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist with literature reviews and report preparation.
- Conduct participant screening, mental health risk assessment (where necessary), debriefs, and provide support resources or referrals if required.
- Develop protocols for and conduct online consultations to assist participants with individual tailoring and problem-solving ways to maintain cognitive activity.

- Liaise with key internal and external senior researchers and stakeholders and assist with project related communications.
- Support trial set up including assisting with consumer consultation workshops, and assisting with developing and reviewing study protocols, procedures and training modules to achieve project objectives.
- Provide secretarial support to research committees and other meetings.
- Comply with Good Clinical Practice ensuring integrity in research databases, quality control and ethical standards.
- Assist with the preparation and submission of applications for approval through institutional Human Research Ethics Committees, Risk Assessment and Safe Work protocols.
- Provide support in the delivery of Anstey Group projects, initiatives and other ad hoc programs.
- Monitor workflows and priorities in the area of responsibility, proactively addressing issues as they arise.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- Cooperate with all health & 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

- Relevant tertiary qualification in Psychology with either provisional or full clinical registration and subsequent relevant experience in a research context or equivalent competence gained through any combination of education, training, and experience.
- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
- Experience in supporting the conduct of human clinical trials and an understanding of research protocols, Good Clinical Practice and research ethics.
- Highly advanced interpersonal, written and oral communication skills.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Experience working with a range of computer systems and applications, including REDCap, Qualtrics or similar survey and research database software/platforms, Teams and Zoom.
- Ability to plan, organise and co-ordinate projects and tasks.
- 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.

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.