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DUTY STATEMENT – CASUAL ROLE

Research Officer

Position Level

Level 6

Faculty/Division

Original document creation

March 2023

Position Summary

A Research Officer (Level 6) provides expert technical and research support to multidisciplinary research teams.

This role will:

- Conduct research support activities.
- Participate in meetings and training sessions.
- Respond to non-standard or complex enquiries relating to the research study.
- Execute data cleaning and ensure research integrity in research databases.
- Supervise other Research Assistants if required.
- Transcribe interviews.
- Organise fieldwork logistics.
- Screen study participants for research studies including scheduling appointments, procedures and attendance follow up.
- Draft and edit research and progress reports, publications, presentations, ethics and grant applications.
- Undertake independent research tasks consistent with established methodologies (may include lab or field work).
- Coordinate researchers' attendance at events and conferences.
- Process expense reimbursements for research related expenses.
- Perform quantitative and qualitative data analysis.
- Conduct routine data verification and collection audits.
- 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.

A person engaged is generally expected to have the following skills and experience:

- Completion of a tertiary degree with relevant experience supporting a research project.
- Intermediate skills in the use of Microsoft Office software and other applications or systems/ databases for research.

Additional Pre-employment checks required for this position

- Dependent on research topic/project scope.

About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position contract the HR Business Partnering Team.