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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	00202471
Shiftwork status	NOT SHIFTFORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	28 August 2024

### Position Summary

A **Research Officer** plays a key role in supporting research projects 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"). This team aims to equip people to meet the health care needs of people with intellectual and developmental disabilities.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, primarily the contribution and application of knowledge in the field of cardiometabolic health in people with intellectual disability.

The role reports to the Chair of Intellectual Disability Mental Health and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to the research team within the Centre and stakeholders, assisting in the conduct of research that contributes to a better understanding of the current evidence and best practice guidelines in relation to promoting cardiometabolic health of people with intellectual disability.
- Support in the conceptualisation, design, and successful conduct of revised co-designed adolescent and adult cardiometabolic algorithms for people with intellectual disability. Specifically,

to update the 2016 “Positive Cardiometabolic Health for People with Intellectual Disabilities: An Early Intervention Framework” for adolescents and adults, in line with the recently revised generalist cardiometabolic monitoring algorithms.

- Manage the technical aspects of databases, including coordinating and executing a literature review, and ensuring the revised algorithms reflect current evidence and best practice guidelines.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively prepare and contribute to research and technical reports, peer-reviewed publications, presentations, ethics applications (for related planned work), progress reports and tenders or grants for external funding.
- Monitor research protocols and milestones, 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 researchers and their workplace support officers using co-designed methods to create a project plan and update the cardiometabolic algorithms to meet current evidence and best practice guidelines.
- 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.
- Knowledge of and experience with the health care needs of people with intellectual disability, particularly in relation to cardiometabolic health and its determinants.
- Experience working with and/or supporting people with lived experience of intellectual disability.
- Knowledge of research methods, particularly conducting and designing literature reviews, involved in developing research projects and reporting against milestones.
- Experience working with a range of computer systems and applications, including software and databases for literature reviews, statistics programs, referencing programs 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 and project 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.