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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	00203297
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	20 September 2024

Position Summary

A **Research Officer** plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of respiratory diseases of childhood.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, including the contribution and application of knowledge in the field of asthma to a range of projects conducted within the Discipline of Paediatrics, School of Clinical Medicine

The role reports to the Senior Lecturer and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of asthma, contributing where appropriate.
- Support in the conceptualisation, design, and successful conduct of projects with asthma components.
- Prepare and contribute to the production of technical reports, 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.
- Some experience or understanding of qualitative health or mixed methods research
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.
- 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.
- Work with consumer representatives, Primary Healthcare Networks, participating General Practices, and expert teams The Research Officer will work closely with other team members including
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- 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

- A university master's degree in public health, health services research, medical humanities or related discipline, or undergraduate degree with relevant experience
- Demonstrated research experience, including experience in preparing human research ethics applications
- Highly developed written and verbal communication skills and diplomacy skills, and a demonstrated ability to build relationships with various stakeholders
- Highly developed organisational skills and demonstrated ability to set priorities and meet deadlines
- Demonstrated computer skills, including spreadsheets, database programs, statistics and word processing
- Ability to work independently, show initiative, and work productively as part of a team
- Some experience or understanding of qualitative health or mixed methods research
- 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.
- 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.