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POSITION DESCRIPTION

Research Officer (Team Lead - CaSP - Molecular Oncology)

Faculty/Division	Medicine & Health
Classification Level	Professional 7
Hours & Span (Category)	ACADEMIC POSITION NO SPAN
Position number	00198872
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	Nil

Position Summary

The Research Officer (Team Lead- CaSP - Molecular Oncology) plays a key role within the School of Biomedical Sciences, specifically to manage a small team and provide direction for patient recruitment associated with Cancer Screening Program (CaSP) comprehensive genetic profiling nationally. This will include supervision, management, and the motivation of team members daily as well as contact with patients, liaison with clinicians and medical services, data quality checking and study reporting. The Research Officer (Team Lead - CaSP - Molecular Oncology) provides expert knowledge and technical skills that facilitate making in support of the Cancer Screening Program and provides technical support to staff and students.

The Research Officer (Team Lead – CaSP - Molecular Oncology) reports to the Program Manager and may have direct reports.

Accountabilities

Specific accountabilities for this role include:

- Oversee the Cancer Screening Program by leading the day-to-day operations which includes delegating tasks, setting clear team goals and deadlines.

- Develop and maintain effective communications and relationships with key stakeholders, both internal and external to the program.
- Manage workloads and foster a culture of collaboration and ensuring goals and career development plans are in place to motivate the team.
- Monitor, track and report on the status of team performances and deliverables to ensure time, cost and quality metrics are in line with the program.
- Provide direction to staff members employed within the specific work area.
- Consult, liaise and develop strong relationships with collaborators (both internal and external) to achieve research outcomes.
- Assist with the preparation of ethics applications, grant applications, abstracts, annual and progress reports and research outputs.
- Perform data collection, management, analysis and interpretation whilst maintaining accurate research database and records.
- Discover training needs and provide coaching as well as organising team building activities.
- Listen to team members feedback and resolve any issues or conflicts.
- Recognise high performance and reward accomplishments.
- Encourage continuous improvement discussion on operational processes.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- 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

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Experience monitoring and providing comment on performance metrics.
- Demonstrated experience in leading/supervising teams and proven ability to deliver high quality operational outcomes.
- Excellent written and verbal communication skills, with a high level of interpersonal skills to engage effectively with diverse internal and external stakeholders.
- Proven skills and experience in resource planning, goal setting and project management.
- Knowledge of business improvement activities or leading change processes.
- 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.
- Knowledge and understanding of patient's privacy and confidential processes.

- Attention to detail.
- Experience working with a range of computer systems and applications (MS Office specifically excel, database systems and records management).
- 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.

Pre-employment checks required for this position

- Verification of qualifications

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.