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| **Position Description** |

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| **Research only - Research Officer** | |
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| **Position No:** | 50142253 |
| **Department:** | Olga Tennison Autism Research Centre |
| **School:** | Psychology and Public Health |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Level A – Research Officer |
| **Employment Type:** | Fixed-term, Full-time |
| **Position Supervisor:**  **Number:** | Principal Research Fellow  50025529 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Psychology and Public Health – <http://latrobe.edu.au/school-psychology-and-public-health>

Olga Tennison Autism Research Centre – <http://www.latrobe.edu.au/otarc>

**For enquiries only contact:**

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| **Position Description** |

**Level A - Research Officer**

A Level A research only academic is expected to contribute towards the research effort of the institution and to develop their research expertise through the pursuit of defined projects relevant to the particular field of research.

**About the position**

Reporting to the OTARC Director and Principle Research Fellow, the OTARC Research Officer will undertake research and reporting activities to support the OTARC Director (2 days per week) and the Autism CRC funded research project, Australian Longitudinal Study of School Leavers with Autism (3 days per week). La Trobe University is an essential partner of the Autism CRC, which started in July 2013 and will conclude in June 2021.

*Autism CRC Research Project Duties*

The Research Officer will work with the post-doctoral research fellow attached to the project, and report to the project leader, Associate Professor Amanda Richdale. Primary duties will be associated with recruitment, ongoing communication with participants and community stakeholders, data base management, data cleaning, and assistance with data analysis, manuscript preparation, attendance at relevant OTARC and Autism CRC meetings and events, and related duties as required.

*OTARC Research Duties*

The Research Officer will also work with the Centre Director, Professor Cheryl Dissanayake to undertake research and reporting activities aligned with the work of the centre including reviewing research documents, database management and data analysis as required.

**Position Context**

The Olga Tennison Autism Research Centre (OTARC) is located within the School of Psychology and Public Health, College of Science, Health and Engineering on the La Trobe University Melbourne (Bundoora) campus.

The College of Science, Health & Engineering comprises 9 Schools and 16 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

The largest School of the College, the School of Psychology & Public Health undertakes teaching and research across a broad range of disciplines, including: Public Health; Health Information Management, Ergonomics, Safety and Health; Art Therapy; Psychology; Neuroscience; and Rehabilitation Counselling. The School currently comprises six academic units: the Department of Public Health, the Department of Psychology & Counselling, The Bouverie Centre, the Australian Research Centre in Sex, Health and Society (ARCSHS), the Centre for Alcohol Policy Research (CAPR) and the Olga Tennison Autism Research Centre (OTARC).

The Olga Tennison Autism Research Centre (OTARC) is Australia's first centre dedicated to research on Autism. It provides a vehicle for research activities, evidence-based intervention programs, training opportunities and collaboration between community services and research centres/universities involved in autism research both in Australia and overseas. OTARC is situated in the School of Psychology and Public Health within the College of Science, Health and Engineering (SHE).

**Duties at this level may include:**

* Conduct and publish, or otherwise disseminate high quality and/or high impact research/scholarly activities under limited supervision either independently or as part of a team. Human Resources, HR Assist Last updated 07/10/2014
* Assist in obtaining research funding from external sources.
* Participate in professional activities including presentations at conferences and seminars in field of expertise.
* Provide advice within the field of the employee's research to Honours and postgraduate students.
* Attendance at meetings associated with research or the work of the unit to which the research is connected and/or at Departmental or School meetings and/or membership of a limited number of committees.
* Acquire and interpret research data and results. Run analyses and tests using specified and agreed techniques and models. Contribute to the development of techniques, models and methods.
* Contribute to and uphold a robust and ambitious research culture.
* Provide service to the profession and/or discipline through professional association memberships.
* Undertake limited administrative functions primarily connected with the area of research.
* Undertake other duties commensurate with the classification and scope of the position as required by the OTARC Director or the Principal Research Fellow.

**Key Selection Criteria**

**Essential:**

* Completion of four years of tertiary study in the relevant discipline and/or have equivalent qualifications and/or professional experience.
* Evidence of experience in research and evaluation and the ability to work effectively under limited supervision or independently.
* A record of contribution to publications, conference papers and/or reports, or professional or technical contributions which provide evidence of research potential.
* Effective oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.
* Demonstrated ability to work as a member of a team in a cooperative and collegial manner.
* Demonstrated high level of self-motivation and personal management skills.
* Experience in data analysis including the capacity to integrate data from a range of sources and of uneven quality.

**Desirable:**

* Experience with report writing.
* Experience with Autism research.

**Other relevant information:**

* The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: