Position description

Research Officer

Department/Unit	Faculty of Medicine Nursing and Health Sciences
Faculty/Division	School of Psychological Sciences
Classification	HEW Level 5
Work location	Clayton campus
Date document created or updated	August 2017

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Medicine, Nursing and Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the faculty, please visit www.med.monash.edu.au/

The **Monash School of Psychological Sciences** is ranked among the best in the world. Through excellence in teaching, research, and research training, our School's vision is to discover the neurobiological and psychological basis of cognition, emotive and mental disorders across the lifespan and to develop innovative evidence-based clinical programs to address the major societal challenges posed by these disorders. Our education programs provide students with a strong foundation across a range of interdisciplinary fields of psychology, neurology, molecular genetics, statistics, and computational neuroscience. For more information about us and the work we do, please visit http://www.med.monash.edu.au/psych/

Housed within the School of Psychological Sciences, the **Monash Institute of Cognitive and Clinical Neurosciences (MICCN)** is a world-leading institute dedicated to making significant contributions to basic and translational research, clinical care, and research training in neuroscience. Since its establishment in 2015, MICCN has brought together internationally renowned neuroscientists to develop integrated models of human disease that cover traumatic brain injury, post-traumatic stress disorder, neurodegeneration, mental health and neurodevelopmental disorders. The Institute represents the largest grouping of cognitive and clinical neuroscientists in Australia and Asia Pacific. To learn more, please visit http://www.monash.edu/neuro-institute

Position purpose

The Research Officer provides a variety of high-quality research services to support the operations of the ARC Linkage Project "Mapping Cognitive Impulsivity through Online Testing". The Research Officer performs a range of research activities to support the delivery of statistical models and analyses to facilitate the scientific outcomes of the project. This includes undertaking experiments, using specialized statistical software, data analysis, and research administration, while ensuring a compliant and safe research environment.

The Research Officer operates with a focus on excellence in process and judgment and provision of sound and timely advice and support to researchers, participants and industry stakeholders.

Reporting Line: The position reports to Assoc. Professor Antonio Verdejo-Garcia

Supervisory Responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including scheduling bookings, administering experiments, treatments or questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols

2. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars

3. Assist in preparing documentation reports and other documentation, including undertaking literature reviews and data analysis

4. Comply with established research methodology, policy, protocols, OHS and regulatory requirements

5. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards

6. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives

Key selection criteria

Education/Qualifications

1. The appointee will have:

   - a tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Sound analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems

3. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

4. Demonstrated project administration skills with the ability to support research projects accordance with agreed standards and timeframes

5. Ability to work as an effective member of a team as well as independently under general supervision

6. Strong attention to detail and accuracy and an understanding of confidentiality, privacy and information handling principles

7. Well-developed communication skills, including the ability to draft a range of documentation

8. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required

9. Demonstrated ability to conduct innovative psychology/cognitive science experiments

10. Demonstrated ability to work with large databases including cognitive data

11. Demonstrated ability to conduct multivariate statistical analyses including factor analysis and cluster analysis

12. Creativity and innovation applied to scientific research

Other job related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.