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POSITION DESCRIPTION

Project Officer

Faculty/Division	Medicine & Health
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00196061
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	1 March 2024

Position Summary

The **Project Officer** will play a key role in supporting education and workforce capacity building projects as part of a multidisciplinary team of researchers in the area of intellectual disability health. The team is based at the National Centre of Excellence in Intellectual Disability Health (National Centre). This team aims to equip people to meet the health care needs of people with intellectual and developmental disability.

The Project Officer will have the opportunity to contribute to and support a wide range of projects and research within the National Centre, including building workforce and education capacity around intellectual disability health. Other activities may include supporting our e-learning platform, education activities, digital resources, and knowledge translation activities. The position will provide technical and research assistance to senior research staff in activities associated with various projects and will project manage workforce and education capacity building activities and knowledge exchange resource development.

The role reports to the Project Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient project support to the team and stakeholders, assisting in the conduct of education and capacity building projects and research that contribute to equipping health and disability professionals to meet the health care need of people with intellectual disability.

- Support in the conceptualisation, design, and successful management of projects components in a co- designed manner. Including assisting in the recruitment of people with intellectual disability, their support networks, and health professionals to participate in research projects.
- Proactively project manage tasks contributing to the National Centre's workforce and education capacity building and resource development activities.
- Conduct quantitative and qualitative consultations (e.g., surveys, interviews and focus groups) and perform data analyses as required by the research team, ensuring research integrity in research databases.
- Support the writing of knowledge exchange resources for multiple stakeholder groups, training content, research reports, peer-reviewed publications, presentations, ethics applications, progress reports, and tenders or grants for external funding.
- Liaise with organisations, stakeholders and collaborators, actively participate in meetings and discussions, and present at forums and conferences as required.
- Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
- Support adherence to UNSW governance pathways to ensure projects are managed within a defined, consistent and proven set of rules for project development.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health & 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

- Honours degree or equivalent in Health, Allied Health, Psychology, or other relevant discipline with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Knowledge, experience and understanding of the health care needs of marginalised populations, including people with intellectual disability and developmental disability.
- Project experience, with an understanding of the project life cycle and development of project plans, objectives and documentation.
- Experience in conducting surveys and qualitative consultations with a range of stakeholders.
- Knowledge of research protocols, experimental design and planning involved in developing research projects and reporting against milestones.
- Experience developing knowledge exchange resources for e.g., members of the community, professionals.
- Experience working with a range of computer systems and applications, including webinar platforms, NVIVO, SPSS, SAS, Excel, Outlook and referencing software.
- Demonstrated superior interpersonal communication skills, including for people with communication impairment, 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.
- 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 & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications
- Working with Children Check

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.