

# Research Officer

*Position Number: 00086250*  
*Position Title: Research Officer*  
*Date Written: August 2020*

*Faculty / Division: UNSW Medicine*  
*School / Unit: Women's and Children's Health*  
*Position Level: Level 6*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. First, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Second, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Third, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.



Delivers high performance and demonstrates service excellence.



Thinks creatively and develops new ways of working. Initiates and embraces change.



Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.



Values individual differences and contributions of all people and promotes inclusion.



Treats others with dignity and empathy. Communicates with integrity and openness.

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to several of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The School of Women's & Children's Health (SWCH) is comprised of the clinical disciplines of Obstetrics & Gynaecology and Paediatrics, and the National Perinatal Epidemiology Statistics Unit (NPESU). Clinical academics in the School are located at the Royal Hospital for Women, Sydney Children's Hospitals Network (SCHN), St George and Bankstown Hospitals, with teaching contributions made in Paediatrics at the Sutherland, Liverpool and Campbelltown Hospitals. The main administrative centre for the School is based at the Royal Hospital for Women and Sydney Children's Hospital, Randwick.

The Kids to Adults (K2A) Alliance is a national network of clinicians and researchers from Australia's leading child health services and research organisations, working together with parents and young people. The K2A mission is to enable children with chronic illness to live their best lives now and into the future. Its goal is to build on the current work of child health research organisations nationally by leading new, collaborative research focused on ensuring that children affected by chronic illness and/or disability can successfully navigate the journey to adulthood, supported by their family and community.

The Research Officer will coordinate and support the K2A operational team and working groups to develop and write grant applications for the Alliance as well as determining new and existing grant opportunities to apply for.

The role of Research Officer reports to the Program Head and has no direct reports.

## RESPONSIBILITIES

- Coordinate the K2A operational team, working groups and members to apply for appropriate funding opportunities in line with the K2A Alliance's values and goals
- Source new grant and funding opportunities
- Prepare ethics applications and annual reports, grant applications and annual reports, and other progress reports.
- Establish and maintain a strong working relationship with the K2A operational team, working groups and other stakeholders, and contribute to the team environment
- Maintain research files and records to the highest standards and comply with all ethical, legal and professional requirements.
- Contribute to relevant meetings and follow up on action items in a timely manner, ensuring any project deadlines and milestones are met
- Provide technical, research and administrative support to the K2A operational team and other duties as required, relevant and consistent with the position
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university

## SELECTION CRITERIA

- A Degree in Science (BSc) or Health related degree (Honours will be highly regarded) or an equivalent level of knowledge gained through any other combination of education, training and/or experience
- Previous experience in a research related role (experience in children's chronic disease management will be highly regarded)

- Demonstrated ability in writing and collating grant applications
- Demonstrated ability to work both independently and as part of a team
- Demonstrated excellent written and verbal communication skills and academic writing skills
- Demonstrated organisational and time management skills and ability to maintain confidentiality
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.