

## Position Description

# Project Officer

*Position Number:* 00073783  
*Position Title:* Project Officer  
*Date Written:* May 2019

*Faculty / Division:* Medicine  
*School / Unit:* Public Health & Community  
Medicine  
*Position Level:* Level 5/6

### 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. Firstly, 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. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, 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.

### 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 a number 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 Public Health and Community Medicine (SPHCM) is internationally recognised as a leader in Public Health with particular research strengths in Adolescent Health, Healthy Ageing, Health Services Management, Infection and Immunity, Global Health, Indigenous Health and Primary Health Care. The School has a core focus to investigate and provide new knowledge to help inform policy, governance, organisation, work and leadership in the health sector through cross disciplinary research with both academia and industry. The School also has strong associations with research centres and institutes throughout UNSW Medicine.

This position involves coordinating a community-led child injury prevention project in Walgett, a remote community in north west NSW. The project involves the co-design, trial and evaluation of a community-based program in partnership with Aboriginal community-controlled organisations in Walgett. The project will enable the development of culturally safe coproduced program and provide evidence on the feasibility and acceptability of the program. Aboriginal children have higher rates of injury than non-Indigenous children, particularly in remote areas. Community led interventions are likely to be the most effective means of preventing child injuries, but there is a scarcity of research or evaluated programs. This program of work aims to build knowledge in this space.

The role is based at the University of New South Wales, Sydney, but several aspects of the role will need to be conducted in Walgett.

The Project Officer will report to the Research Fellow, School of Public Health and Community Medicine, and also work closely with the Head of School of Public Health and Community Medicine, who are both Investigators on the project.

## RESPONSIBILITIES

Specific responsibilities for this role include (but not limited to):

- Oversee and drive the conduct of key aspects of the project, including the co-design process, parenting program implementation and realist evaluation, to achieve objectives within timelines
- Develop and coordinate ethics applications, approvals and reports, study protocols, parenting program manuals and assist with the drafting of reports to funding bodies and other publications as required
- Oversee and contribute to the collection and management of data, and assist with the management of the project budget
- Coordinate and liaise with project staff, investigators and external partners, including coordinating regular meetings (e.g. project staff, investigator and steering committee)

- Manage all processes and requirements to ensure research integrity and compliance with Human Research Ethics Committees. This includes ensuring that any research component is conducted congruent with NHMRC ethical guidelines for the conduct of Aboriginal and Torres Strait Islander research
- Develop and implement comprehensive communication and knowledge translation strategies and ensure good communication and feedback about key findings to partnering organisations and communities
- Maintain regular communication with project chief investigators and Aboriginal community organisations and program staff members to ensure program is being delivered in a culturally appropriate manner
- Coordinate the reporting to the Aboriginal Health and Medical Research Council Ethics Committee and The Australian Prevention Partnership Centre
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility and comply with all organisational policies.

## SELECTION CRITERIA

- Tertiary qualifications with relevant experience in public health or medical research, injury prevention, health promotion, child and family health, or community health environments; or an equivalent combination of relevant experience and/or education/training
- Strong project management skills, particularly in a research coordination environment and ideally in pragmatic trial project management
- Demonstrated experience working effectively and respectfully with Aboriginal and Torres Strait Islander communities and Aboriginal Community Controlled services, with an understanding of the issues affecting many Aboriginal and Torres Strait Islander people
- Excellent interpersonal, communication and organisational skills, with the ability to work both independently and in collaboration with others as part of a team
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities and to meet deadlines whilst maintaining accuracy
- A full and unencumbered driver's licence and the ability and willingness to work at locations across Sydney and NSW
- 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.*