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POSITION DESCRIPTION

Research Officer

Position Level	6
Faculty/Division	Medicine & Health
Position Number	00095176
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Position Summary

A Research Officer plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of healthy brain ageing research.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, including the contribution and application of knowledge in the conduct of study participant recruitment and neuropsychology assessment for a range of projects conducted within the Centre for Healthy Brain Ageing (CHeBA).

The role reports to the CHeBA Research Manager, supporting the CHeBA Co-directors and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of healthy brain ageing, contributing where appropriate.
- Support in the conceptualisation, design, and successful conduct of procedures for recruitment and assessment of study participants, as well as documentation of same.
- Coordinate, plan and complete day-to-day research activities within the framework of agreed project milestones, timelines and responsibilities.
- Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring integrity in research databases.
- Perform quantitative/qualitative data analyses as required by the research project.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.

- Liaise with organisations, stakeholders and collaborators and actively participate in meetings and discussions as required.
- Manage and conduct the recruitment and clinical assessment of study participants for a brain MRI study of people with Mild Cognitive Impairment or dementia arising from vascular pathology.
- Manage and conduct recruitment of study participants for various studies of older people conducted at CHeBA or in collaboration with other Australian researchers, as directed by the Research Manager.
- Complete other research-related duties as requested by the Supervisor.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience

- A university degree in Psychology (Honours) or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience. Tertiary postgraduate qualifications are desirable.
- Proven experience and/or training in academic research, preferably in cognitive or health research and demonstrated high level of experience and knowledge of psychometric assessment of older adults with cognitive impairment.
- Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.
- Experience working with a range of computer systems and applications, including the Microsoft Office Suite, online survey tools such as Qualtrics or LimeSurvey. Demonstrated experience in setting up and managing large datasets and demonstrated statistical skills including proficient use of software packages such as SPSS or equivalent statistical program
- Demonstrated superior interpersonal communication skills 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 and safety responsibilities and commitment to attending relevant health and safety training.

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.