

Project Officer

College/Division	College of Health and Medicine
School/Section	Menzies Institute for Medical Research
Location	Medical Science Precinct, Hobart
Classification	HEO 6
Reporting line	Principal Research Fellow
Date	March 2022

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Project Officer at the [Menzies Institute for Medical Research](#) (Menzies), part of the [College of Health and Medicine](#).

Menzies is one of Australia's leading health and medical research institutes and is recognised worldwide for its research excellence. Menzies' mission is to perform internationally significant medical research leading to healthier, longer and better lives for all Tasmanians. Research takes a bench-to-bedside and disease prevention approach that is aimed at improving patient care and clinical outcomes for the community by translating knowledge into clinical and policy actions and through the commercial application of discoveries. Tasmania, an island state with a population of over 500,000 people, has a discrete health system that enables close engagement with the University and with government agencies and health providers and offers a unique framework for translational health research.

Menzies' five themes reflect the burden of disease in the Tasmanian community: Public Health, Primary Care and Health Services; Musculoskeletal Health & Disease; Brain Health & Disease; Cardiovascular and Respiratory Health & Disease; and Genetics and Cancer.

STOPstroke is Australia's first program of research dedicated to stroke prevention, with investigators from a range of institutions around Australia and New Zealand. The STOPstroke program has three research themes: (1) better prediction of who is at risk of stroke, (2) better management of those at risk of stroke, (3) real world modelling and effectiveness of interventions for the prevention of stroke. The STOPstroke investigator team is highly diverse in terms of gender, career stage, geographic location and academic expertise.

Under the broad direction of the Chief Investigator, the Project Officer will be focussing on STOPstroke research theme 2; "better management of those at risk of stroke". The project will involve working with stakeholders across the health system and community to improve support for people after stroke. The position will support the coordination design and implementation of a pilot program to increase referral of people with stroke into existing health services, such as cardiac rehabilitation, that can improve quality of life and reduce the risk of recurrent strokes.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.



What You'll Do

- Work with investigators, partners and other stakeholders for the successful coordination and timely completion of the pilot program.
- Working with the investigator team, coordinate the development of the program through engagement with partners (e.g. allied health, Stroke Foundation, Heart Foundation, health professionals) and the organisation of end-user consultation workshops (e.g. people with stroke, neurologists, general practitioners).
- Coordinate the research related to the pilot program, including ethics approval processes, participant recruitment, protocol and survey development, data collection and management.
- Develop and implement optimal lines of project communication between investigators, partners, and other stakeholders.
- Prepare and submit reports and be the main point of contact for all internal and external bodies (i.e. investigator meetings, funder, ethics) as required.
- Undertake general administrative duties and maintain records to audit standards.
- Assist with the finance and budget management and undertake other duties as assigned by the supervisor.

What We're Looking For (success criteria)

- Completion of a bachelor degree (preferably health-related) with relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in the coordination of complex, medium to large-sized projects where there are significant human and financial needs.
- Excellent organisational skills, including the ability to be self-directed, manage competing priorities and to use initiative, innovation and problem-solving skills for day-to-day coordination of the study and achievement of milestones and deadlines.
- Proven experience in conducting research, including ethics approval processes, development of surveys, recruitment, data management and quality control.
- Excellent communication and interpersonal skills, with the ability to interact effectively with a wide range of people.
- Excellent writing skills, with demonstrated experience preparing reports and submissions for scientific and management purposes.
- Practical experience with a range of computer software packages, including word processing, spreadsheet and database software. Basic data analysis skills and experience desirable but not essential.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

