

# Research Officer

*Position Number: 00082025*  
*Position Title: Research Officer*  
*Date Written: February 2020*

*Faculty / Division: UNSW Medicine*  
*School / Unit: The Kirby Institute*  
*Position Level: Level 7*

## 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.

## 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 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 Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute's research projects are conducted in partnership with communities most affected by epidemics.

The Kirby Institute aims to find ways to control infections, develop new therapies and preventative vaccines, as well as providing critical leadership to decision makers in Australia and internationally on the most effective, efficient and sustainable strategies to address epidemics.

The Biostatistics and Databases Program provides biostatistical and database support across the broad range of The Kirby Institute research activities. This includes collaboration on randomised clinical trials, epidemiological research studies and national surveillance programs. The Program also conducts independent research in areas such as observational cohort studies, mathematical modelling of infectious disease epidemics, and methodological research in clinical and epidemiological studies.

The Research Officer will provide administrative and research support and will work as part of a multidisciplinary team of researchers in the area of HIV clinical and observational studies. The position-holder will be responsible for coordinating the submission of ethics applications, the development of study protocols and new funding proposals, and coordinating the conduct of data collection and analysis. The position will provide technical and administrative research assistance to senior research staff in activities associated with various research projects. This will include contributing and applying specialist knowledge to a range of projects conducted within the Biostatistics and Databases Program (BDP).

The role of Research Officer reports to Associate Professor and has no direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Develop and implement work plans, project protocols, standard operating procedures and other research related administrative functions to ensure that research projects are conducted in accordance with the study protocol and project milestones are met
- Prepare and organise ethics approvals from concerned Human Research Ethics Committees, submit annual reports and amendments when required
- Ensure appropriate processes are in place for the collection of qualitative and quantitative data, ensuring that data quality objectives are met, including resolving data queries with participating sites and services
- Participate in the design, implementation, management and conduct of primary research and literature reviews associated with research projects
- Develop and maintain good and effective communication with medical and research staff, both internally and externally to the Kirby Institute – external networks include other research institutions, clinicians, government departments and pharmaceutical companies

- Develop and prepare high quality research outputs (e.g. reports, papers for peer reviewed journals, conference presentations, project websites/media)
- Develop and manage reporting to the funding bodies as part of the regular reporting requirements of the project
- Develop and manage working relationships with all research partners, including co-investigators, and representatives from health services, youth and community organisations
- Develop, maintain and take responsibility for communication strategies for research projects and evaluations that ensure all stakeholders receive regularly project updates
- Lead and manage other research activities as required
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

## **SELECTION CRITERIA**

- Relevant Degree in public health, medicine or related field, or a relevant discipline or an equivalent level of knowledge gained through any other combination of training and/or experience
- Substantial experience working in a research project management position in an academic, medical or research environment, with demonstrated ability to take initiative, apply sound judgement and exercise problem solving skills
- Experience in designing and developing research protocols, ethics submissions; experience contributing to the preparation of conference presentations and manuscripts
- Experience in conducting literatures searches and reviews, accessing research publications and searching relevant databases, and publishing findings in peer reviewed journals
- Excellent interpersonal, oral and written communication skills and the ability to establish key stakeholder relationships including with the state health departments, health services, community organisations and other research institutions
- Demonstrated high level time management and organisational skills, with ability to prioritise workload and meet deadlines
- Excellent computer skills with Microsoft Office with a proven aptitude for learning new software packages, accessing research publications and searching relevant databases
- 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.