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| **Position Title**  | Administration Officer – Scientific Support |
| **Classification**  | Level 5 |
| **School/Division** | School of Population and Global Health |
| **Centre/Section** | The Raine Study  |
| **Supervisor Title**  | Scientific Manager |
| **Supervisor Position Number**   | 319157  |
| **Position Number** | 322612 |

**Your work area**

The Raine Study is one of the largest successful prospective cohorts of pregnancy, childhood, adolescence, and now young adulthood to be carried out anywhere in the world. The Raine Study is a rich resource for researchers. Prospective longitudinal data has been collected at multiple time-points over pregnancy, infancy, childhood, adolescence and young adulthood. There are numerous stored biological samples. There are established collaborative research networks across a wide variety of disciplines. The index participants (approximately 2000) are now around 34 years of age, and their parents are now around 60 years of age. There are currently more than 150 researchers from 14 broad areas of research utilising the Raine Study data. Over 750 peer-reviewed journal papers have been published on the Raine Study.

**Reporting structure**

Reports to: Scientific Manager

**Your role**

As the appointee you will, under general direction, provide essential administrative and secretarial support to the Raine Study science team. Your role involves assisting with internal and external scientific committees, as well as Special Interest Groups (SIGs) consisting of researchers who utilise Raine Study data.

You will also support scientific activities, including report preparation, literature searches, and tracking scientific impact.

**Your key responsibilities**

Assist with the preparation of reports on scientific activities, perform literature searches on key topics, and monitor the scientific impact of the Raine Study.

Draft agendas, take minutes, and ensure actions are followed up.

Manage the Raine Study Science inbox, flagging actions and coordinating responses.

Oversee notifications and manage minor amendments in the Raine Online Submission System (ROSS).

Track Raine Study-related publications and monitor progress.

Review manuscript submissions to ensure compliance with Raine Study nomenclature and acknowledgement guidelines.

Liaise with the Executive Support Officer to maintain accurate records of research activities.

Contribute to the achievement of project objectives as identified in agreed project plans.

Perform other duties as directed,

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification in a science field or demonstrated equivalent competency.

Considerable relevant experience at an appropriate level.

Highly developed interpersonal, written and verbal communication skills, with the ability to consult with a diverse range of stakeholders.

Highly developed organisational skills, with a proven ability to set priorities and meet deadlines.

Proficiency in using a range of computing skills including word processing, spreadsheets, databases, internet and email.

Ability to work independently, show initiative and work productively as part of a team.

Commitment to providing a high level of quality customer service.

Demonstrated ability to follow established processes and provide guidance on those processes as needed.

**Special requirements (selection criteria)**

There are no special requirements

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)