

POSITION DESCRIPTION

Position Title	Senior Research Officer		
Organisational Unit	Faculty of Health Sciences		
Functional Unit	School of Psychology		
Nominated Supervisor	Professor Cassandra Szoeka		
Higher Education Worker (HEW) Level	HEW 7	Campus/Location	Melbourne (St Patrick's)
CDF Achievement Level	1 All Staff	Work Area Position Code	#HR to assign
Employment Type	Full-time fixed-term for 3 years	Date reviewed	March 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

Australian Catholic University (ACU) is both a Catholic University and a public institution within the Australian higher education sector. ACU is an inclusive community which welcomes students and staff of all beliefs. The University is committed to a strong Catholic ethos and seeks to foster and promote teaching and learning, research and scholarship, and community engagement in the Christian tradition. As valued members of our community, all staff members are expected to have an understanding of ACU's [Mission](#) and values and to demonstrate an active contribution to them.

The University shares with universities worldwide a commitment to quality in teaching, research and service. It aspires to be a community characterised by free enquiry and academic integrity.

The University chooses to focus on areas of teaching and research that are closely connected with its particular character as a University that is Catholic, public and national. The focus areas are Theology and Philosophy, Health, Education, and the Common Good and Social Justice.

ACU has over 2,500 staff supporting more than 34,000 students across seven campuses – Adelaide, Ballarat, Brisbane, Canberra, Melbourne, North Sydney and Strathfield.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Directorate of Identity and Mission drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

The University pursues performance excellence and offers an environment where staff are valued and rewarded. Staff are expected to demonstrate a commitment to continuous improvement and to participate

fully in resolving issues to achieve and maintain quality standards relevant to role. Further information about a career with ACU is available at www.acu.edu.au.

ACU is committed to diversity and social inclusion in its employment practices. Applications from Aboriginal and Torres Strait Islander people, people with disabilities and people from culturally diverse groups are encouraged.

POSITION PURPOSE

The Healthy Brain Initiative focusses on research to better understand the factors which contribute to brain health, in order to inform preventive strategies towards a healthier Australia. The Senior Research Officer will be responsible for the day to day management of the Healthy Brain Initiative studies. This includes ethical compliance, data and budget management, participant communications and engagement. The incumbent will also provide reports and high level research support to the leader of the Healthy Brain Initiative to ultimately advance the objectives of the research team.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Day to day management of the Healthy Brain Initiative studies. <ul style="list-style-type: none">○ Overall responsibility for ethical conduct of research, maintenance of project records, budget and invoices.○ Participant follow-up, communications and engagement.	<ul style="list-style-type: none">• Deliver Stakeholder Centric Service• Make Informed Decisions	✓			

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Participant communications: <ul style="list-style-type: none"> o Liaise with participants of the study, including bookings and assessments. o Gather and enter data. o Liaise with treating physicians of the study participants. o Coordinate team member activities across ACU and the University of Melbourne. o Maintain budget records and expenditure. 	<ul style="list-style-type: none"> • Collaborate Effectively • Communicate With Impact 	✓			
Create and maintain databases with data analysis outcomes, and undertake all administrative oversight in relation to these databases.	<ul style="list-style-type: none"> • Know ACU Work Processes And Systems 	✓			
Advise on and comply with quality management measures for the Healthy Brain Initiative research program, and conduct and contribute to quality management activities for the research team and broader Institute.	<ul style="list-style-type: none"> • Collaborate Effectively • Be Responsible And Accountable For Achieving Excellence 	✓			
Draft and manage submissions and related follow up of a range of written and/or technical reports for the Healthy Brain Initiative research program, including but not limited to submissions to ACUs Annual Report, and reports to external bodies, boards and sponsors as appropriate and required.	<ul style="list-style-type: none"> • Know ACU Work Processes And Systems • Communicate With Impact 	✓			
Contribute to the drafting and submission of high quality research publications, grant proposals and disseminating research program outcomes in other suitable forums such as seminars, conferences and exhibitions.	<ul style="list-style-type: none"> • Communicate With Impact 	✓			
Prepare ethics applications and liaise with the Human Research Ethics Committee to provide updates on research activities as required.	<ul style="list-style-type: none"> • Know ACU Work Processes And Systems 	✓			
Other duties, commensurate with the level of this position, as requested by Healthy Brain Initiative Leader.	<ul style="list-style-type: none"> • Be Responsible And Accountable For Achieving Excellence 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Using software to efficiently organise and manage invoices, keep budget records, database management and contracts.
- Liaising together with multidisciplinary team members and of the Healthy Brain Initiative into highly effective analysis activities.
- Providing regular, suitably detailed reports on budget, ethical compliance and study outcomes as a basis for driving the research directions of the Healthy Brain Initiative research team.
- Responsibility for the day-to-day organisation and administration of the database, including the ability to make decisions and ability to find and implement solutions to problems as they arise.
- Reporting and management of participant communications, including protocol compliance and reporting of adverse events.

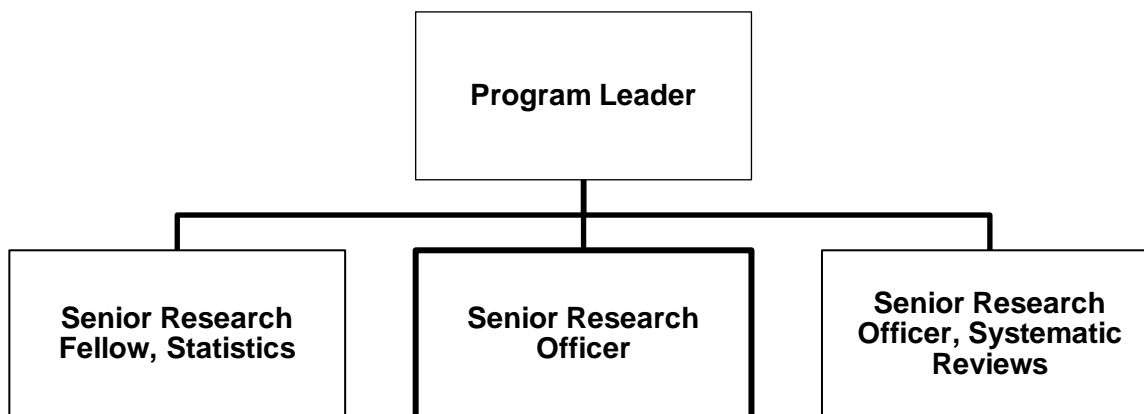
Decision Making / Authority to Act

- The position holder will use a specific body of knowledge to develop new and innovative approaches to work assignments, with broad direction from the Research Leader of the Healthy Brain Initiative.
- The position holder will utilise a strong grasp of project management skills, tools and processes, healthy ageing knowledge, and university policies and procedures, to ensure the effective planning and delivery of analysis activities for the Healthy Brain Initiative team to a high standard and with an emphasis on timely and quality service delivery.
- The position holder will respond to issues of a complex nature, and work collaboratively with the research group leader as well a management to identify suitable and effective courses of action to mitigate risk and produce the best outcomes for the Healthy Brain Initiative research program

Communication / Working Relationships

- The position holder maintains clear and effective lines of communication within the Healthy Brain Initiative research team, and with a range of internal and external stakeholders, within the context of project coordination, database management and communicating outcomes.
- The position holder will utilise high level information processing and analytical skills, and high level written communication skills, to produce high quality reports for the leader of the Healthy Brain Initiative research program.
- The position holder will liaise with key internal stakeholders across the research team, Faculty and broader University's functional areas to advance the aims of the program, and ensure all activities comply with university and relevant external stakeholder requirements.

Reporting Relationships



In this role you will report to the Program leader Professor Cassandra Szoeké. For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	A tertiary qualification in a related field with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
2.	Demonstrated experience in study coordination; including participant and LMO communications, budget management, ethical compliance, record keeping and leadership managing a study team.
3.	Demonstrated experience with human studies, in particular longitudinal epidemiological studies, and demonstrated capacity to learn new processes and systems.
4.	Demonstrated capabilities using bibliographical databases (including Endnote), reference systems and software, and the Microsoft Office suite for managing information and producing documents and reports.
5.	High level planning and organisational skills, including the ability to prioritise tasks and manage competing demands.
6.	Demonstrated excellent written and verbal communication skills, including contributing to the production of high quality research publications.
7.	Demonstrated ability to work independently and also as part of a team, to achieve agreed goals within stipulated timeframes.

8.	Demonstrated experience managing different research administration processes including human research ethics compliance, occupational health and safety compliance, data management, and maintaining quality control across a range of research activities and programs simultaneously.
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Core Competencies (as per the [Capability Development Framework](#))

9.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
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Other attributes

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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