

# JOB DESCRIPTION



<b>Position Title</b>	Senior Research Officer – NHMRC Making FASD History: Building the Evidence base in the Pilbara	<b>Level</b>	B
<b>Reports to (role)</b>	Project Manager, Pilbara FASD Prevention		
<b>Team</b>	Alcohol and Pregnancy & FASD (AAP&FASD) Research Team		
<b>Location</b>	Telethon Kids Institute, Perth Children’s Hospital, 15 Hospital Ave, Nedlands		

## PURPOSE OF POSITION

The Senior Research Officer will:

- Continue to progress a range of research activities in the NHMRC ‘Making FASD History in the Pilbara .
- Support the implementation of research, planning and evaluation for the NHMRC-funded Making FASD History Strategy (Pilbara region 2016-2020).
- Work as member of the FASD prevention team with Chief Investigators leading these projects to contribute to the research outcomes outlined in the NHMRC proposal.
- This is an opportunity for a Senior Research Officer experienced in conducting epidemiological and applied research, grant submissions and publications in peer reviewed journals.
- This is a full-time fixed term position for 12months, dependent on performance and continuation of funding.
- Six-month probation period.
- Travel to remote sites will be required, including to remote WA communities.
- Some afterhours work may be required.
- Line management responsibility will be introduced upon appointment.

## KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
<b>Research</b>	<ul style="list-style-type: none"> <li>• Liaise with the CI team for the NHMRC FASD Project</li> <li>• Provide input into the qualitative and quantitative research design, planning, implementation and evaluation support to the NHMRC-funded Making FASD History Strategy (Pilbara region 2016-2020).</li> </ul>	<ul style="list-style-type: none"> <li>• All projects delivered to a high standard within timeframes and budgets according to research protocols</li> <li>• Documentation of data cleaning and decision rules</li> </ul>

<b>Research</b>	<ul style="list-style-type: none"> <li>• Work as a member of the research team to implement the remaining tasks in relation to the Community Knowledge Attitudes and Practices Surveys</li> <li>• Assist CIB and Project Manager in the implementation of the Community Care Worker Intervention,</li> <li>• Assist CIB in the collection of qualitative interviews for the overall evaluation</li> <li>• Work in collaboration with the Quantitative SRO on the cleaning, coding and analysis of AUDIT-C and other Hospital and clinic data obtained to measure project primary outcomes</li> <li>• Provide line management to Research Assistants and supervise students as required.</li> <li>• Support research team staff and students in all aspects of implementing the existing research study design, ethics applications, development of interventions and data collection instruments, research project implementation, data collection, data cleaning and management, data analysis,</li> <li>• Contribute to the preparation of manuscripts and other dissemination reports.</li> <li>• Oversee data analysis and contribute to reports on the effectiveness of FASD research strategies</li> </ul>	<ul style="list-style-type: none"> <li>• 100% compliance with ethics approvals and procedures (in Aboriginal contexts), and Institute policies</li> <li>• All team members well supported, with professional development processes in place and within the Performance Development Review Process (GPS) framework</li> <li>• Study protocols, data collection tools, statistical analysis plans developed and up to date</li> <li>• Publication plans developed and progressing</li> <li>• Data managed in compliance with Telethon Kids Institute and custodian policies and relevant legislation</li> </ul>
<b>Knowledge transfer, Publication and presentations</b>	<ul style="list-style-type: none"> <li>• Support the team's preparation of research papers and conference and seminar presentations</li> <li>• Support the preparation of manuscripts, for publication in national and international peer reviewed journals resulting from research outcomes of projects</li> <li>• Write and review scientific content for reports and grant applications</li> <li>• Contribute to presentation of research findings at national and international scientific forums, and other for a as appropriate</li> <li>• Develop productive collaborations and networks with other researchers in relation to FASD Research in relevant communities, and with stakeholder groups and existing networks</li> <li>• Provide field notes</li> </ul>	<ul style="list-style-type: none"> <li>• Three peer reviewed publications in relevant journals produced by the teams per year, number of reports, submissions, and presentations completed by the research team</li> <li>• Demonstration of engagement in networks, collaborative groups</li> <li>• Number of team and group activities</li> </ul>


<b>Administration</b>	<ul style="list-style-type: none"> <li>Oversee data management to ensure data integrity and quality assurance tasks are robustly applied</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with data security policies and procedures</li> </ul>
<b>Team Membership</b>	<ul style="list-style-type: none"> <li>Work collaboratively as member of the NHMRC FASD Team to promote and build the reputation of the research group with the wider community and researchers</li> <li>Working cohesively and collaboratively with others - both internal (direct team members) and external (other Telethon Kids staff and collaborators).</li> <li>Organise and participate in team meetings.</li> <li>Active participant in FASD Research Group meetings and planning activities</li> <li>Provide regular performance feedback to line manager.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from team members and collaborators.</li> <li>Effective engagement with colleagues, post graduate students and collaborators</li> <li>Harmonious and motivated work environment.</li> </ul>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>Take reasonable care for their own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>Identify and assess workplace hazards and apply hazard controls.</li> <li>Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> </ul>	<ul style="list-style-type: none"> <li>Responsibilities are embedded in work practices.</li> <li>Hazards are effectively managed or reported.</li> <li>Accidents and incidents are reported in a timely manner.</li> </ul>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>Abide by Telethon Kids Institute policies and procedures including completion of journey management plans and vehicle checklists</li> </ul>	<ul style="list-style-type: none"> <li>All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

<b>Qualifications:</b> <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> <li>Doctoral qualification relevant to the health, health promotion, public health, epidemiology/statistics, or a related field.</li> <li>Publication of at least 3 papers as first or senior author or several as a member of team.</li> </ul>
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Able to travel to communities in the Pilbara for up to 2 at a time, multiple times a year</li> <li>Demonstrated experience in collecting, analysing and interpreting a range of quantitative and qualitative data (e.g. interviews, observational data, document reports)</li> <li>Have an understanding of and respect for Aboriginal culture</li> <li>Solid record of publication and conference presentations, and the ability to present research findings in a clear and engaging way</li> <li>High degree of computer literacy</li> </ul>

	<ul style="list-style-type: none"> <li>• Highly developed oral and written communication/excellent interpersonal skills</li> <li>• Demonstrated ability to work as a member of a small interdisciplinary team</li> <li>• Demonstrated ability to support researchers, students and support staff</li> <li>• Current driver's license</li> </ul>
<b>Desirable Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Postdoctoral experience and experience in research management of at least 2 years.</li> <li>• Quantitative, mixed-methods research and/or evaluation experience</li> <li>• Knowledge of FASD and understanding of the complex intergenerational impacts of colonisation <ul style="list-style-type: none"> <li>• Experience working with Aboriginal communities</li> <li>• Experience undertaking fieldwork and research in a cross-cultural context</li> </ul> </li> </ul>

<b>DIRECT REPORTS</b> <i>List by job title any positions to be supervised by this role</i>	Community Researchers (as Required) Students (as Required)
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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description and job title</i>	
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>	
<b>Reviewed by P&amp;C:</b>	<i>Date when the job description was last reviewed by People &amp; Culture</i>	