

POSITION DESCRIPTION – General Staff
For levels 1 to 5

Position Title: Research Officer Level: 5

Faculty/Division: Global Challenges Program

Primary purpose of the position:

The Research Officer will be responsible for conducting various research activities as required by Professor Moxham. In addition they may be required to assist in the preparation of teaching materials and marking as necessary.

Position Environment: (Optional)

The Global Challenges Program is a major Research Initiative of the University of Wollongong. The Global Challenges Program brings researchers from a variety of disciplines together with experts across Australia and internationally, to create larger scale collaborative teams. This position will be located primarily in the Living Well, Longer stream under the direction of Professor Moxham.

Major Responsibilities:

| Tasks | Percentage of time | Office Use Only |
|--|--------------------|--------------------------|
| 1. Undertaking and overseeing research activities including literature searches, data collection, entry and analysis | 50 | <input type="checkbox"/> |
| 2. Coordinating research projects including managing budgets and timelines, coordinating project team meetings and directing communications with research partners | 20 | <input type="checkbox"/> |
| 3. Liaising with, assisting and reporting to Professor Moxham and research partners, providing written reports/updates as required | 15 | <input type="checkbox"/> |
| 4. Assisting with the preparation of grant applications, ethics applications and publications as requested by Professor Moxham | 10 | <input type="checkbox"/> |
| 5. Supervising volunteers as required | 5 | <input type="checkbox"/> |
| 6. Observe principles and practices of Equal Employment Opportunity | Ongoing | <input type="checkbox"/> |
| 7. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document | Ongoing | <input type="checkbox"/> |

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Professor Moxham

Knowledge & Skills:

Essential:

- Excellent written and verbal communication skills
- Knowledge of qualitative and/or quantitative research design
- Experience in the conduct of literature reviews
- Project management skills (e.g. managing budgets, timelines, report writing)

Desirable:

- Knowledge of mental health nursing

Education and Experience:

Essential:

- Degree in Nursing/ Health discipline and/or relevant experience/training deemed to be equivalent
- Experience in the conduct and analysis of qualitative and/or quantitative research
- Experience in the conduct of health / nursing projects

Desirable:

- Work experience in a related area (e.g. a health research centre or NGO)
- Relevant postgraduate qualifications (e.g. Nursing, health)

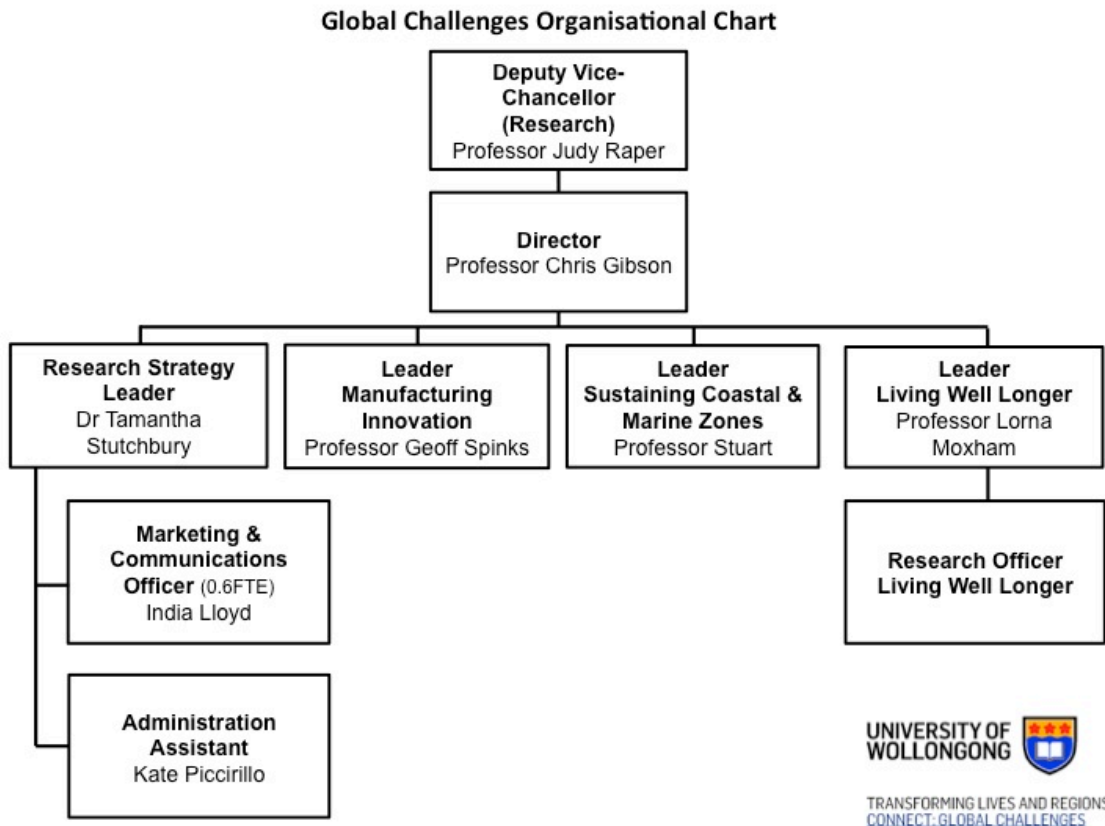
Personal Attributes:

Conscientious, collaborative, approachable and enthusiastic.

Special Job Requirements:

N/A

Organisational Chart:



Approval:

Approval by Head of Unit: _____
Date: _____

Approved by Human Resources: _____
Date: _____