

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title: Study Manager (Research Associate)

Level: Level A

Faculty/Division: Business

Department/Location: AHSRI

Primary Purpose of the Position:

The Study Manager will manage the project and coordinate research activities including community consultation. This position will also engage in all aspects of the research activities including literature reviews and report writing, collection of data at study sites, data analysis, preparation of ethics applications and dissemination of findings. The primary research project this position will be involved is entitled, 'Evaluation of the Illawarra Aboriginal Medical Service Child Safety Program Funding Body: NSW Health Aboriginal Injury Prevention and Safety Promotion Demonstration Projects Program.'

Position Environment:

AHSRI located within the Faculty of Business it is committed to high impact health services research and aims to improve the management and provision of health and community services in Australia by achieving greater equity in resource distribution, fairer access to services, better continuity within and across the health and community care sectors, and the use of evidence to assist management decision-making. AHSRI provides a state of the art research facility and excellent academic support for postgraduate research students, a monthly seminar series, hosting of Australian and international visiting scholars, and cross faculty research and teaching collaboration. Indigenous health and evaluation research are both important foci within AHSRI's research activities. The position of Study Manager (Research Associate) will contribute to the successful implementation of a contract research project to be conducted in the Illawarra region during 2014-15.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Liaise between the study investigators, the participating Aboriginal Medical Service, and members of the project steering group, and anticipate and manage issues as they arise in order to ensure the effective conduct of the study.	Excellent communication and working relationship with external stakeholders including the CEO and staff of the IAMS and steering committee members.	Ongoing
2.	Develop an evaluation framework and data collection tools; develop application for ethical approval.	Approval of ethical applications by UOW HREC and the AHMRC	Once
3.	Conduct literature searches and review academic and practice	Literatures searches and Literature	According to

	literature	Reviews.	timeframe
4.	Collect and analyse quantitative and qualitative data using appropriate software.	Data collected and analysed within agreed timeframes and effective capacity building activities carried out.	According to timeframe
5.	Manage the conduct of the study and deliverables to the agreed timetable and ensure the smooth day to day running of the study	Deliverables completed with agreed timeframes and smooth day to day running of the project	Ongoing
6	Provide research and administrative support to the project steering group and investigator group	Project materials and documentation up to date and well organised	Ongoing
7.	Prepare materials for dissemination to a variety of audiences, including written reports, manuscripts for publication, conference presentations and community workshops.	High quality written reviews, reports and manuscripts for publication, as well as oral presentations and community workshops.	Ongoing
8.	Plan and organise workshops, symposia and other events.	Well planned and organised events and workshops	
9.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
10	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
11	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	

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 Kathleen Clapham
The position supervises the following positions:	
Other Key Contacts:	Professor Kathy Eagar (Director, AHSRI) Elizabeth Cuthbert (Manager AHSRI)

Key Relationships:

Contact/Organisation:

Illawarra Aboriginal Medical Service

Project Steering Committee

Purpose & Frequency of contact

To maintain excellent working relationship with the host organisations, its CEO and staff - weekly

To ensure regular input from and dissemination of information to the governance committee - quarterly

Key Challenges:

1. Achieve milestones as stipulated in the contract with NSW Health
2. Maintain excellent working relationship with external stakeholders including the CEO and staff of the IAMS
3. Ensure ongoing communication between local Aboriginal community organisations
4. Ensure ethical conduct of the research with vulnerable population

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Cultural competence including the ability to communicate effectively with the Aboriginal organisations and communities in the Illawarra
- In-depth understanding of the principles of ethical conduct with Aboriginal and Torres Strait Islander people
- Ability to build and maintain good relationships with a wide variety of stakeholders
- Demonstrated project management skills
- Ability to work independently and as a member of a small team
- Qualitative and quantitative research skills
- Excellent academic writing skills
- Excellent organisational skills and problem solving ability

SELECTION CRITERIA - Education & Experience:

Essential:

- Experience in maintaining effective working relationships with Aboriginal organisations and communities
- Undergraduate degree or equivalent qualifications or combination of qualifications and research experience in a health, social science or other relevant field.
- Research experience in a health, social science or other relevant field.
- Experience in conducting literature searches and literature reviews
- Experience in data collection and analysis
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Desirable

- Honours degree in a health, social science or other relevant field.

Personal Attributes:

- Good team skills
- Strong interest in research in Aboriginal health, child health and injury prevention

Special Job Requirements:

- Current Drivers Licence and access to own vehicle
- Use of own vehicle with mileage reimbursement for local travel
- This is an identified position and candidates must be an Aboriginal and/or Torres Strait Islander person. Being an Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification as authorised under Section 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____