

SENIOR RESEARCH OFFICER  
POSITION DESCRIPTION

<b>Position Title:</b>	Senior Research Officer	<b>Position Number:</b>	<b>Faculty/Division:</b> Health Sciences
<b>Classification:</b>	HEO6	<b>No. Direct Reports &amp; Highest Classified Position:</b> 1	<b>School/Branch:</b> Paediatrics and Reproductive Health
<b>FTE:</b> 1.0	<b>Reports to:</b> Postdoctoral Research Fellow	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>	<b>Discipline/Unit:</b> Discipline of Obstetrics and Gynaecology
<b>Position Summary:</b>	<p>The University of Adelaide is a leading research intensive and teaching University comprising of five faculties including the Faculty of Health Sciences, which is home to the School of Paediatrics and Reproductive Health.</p> <p>The School of Paediatrics and Reproductive Health is one of seven Schools in the Faculty of Health Sciences, and comprises the Discipline of Paediatrics and the Discipline of Obstetrics and Gynaecology. The School is internationally recognised for our research in Reproduction, Maternal and Child Health.</p> <p>The Research Officer is part of a team investigating the causes of cerebral palsy and in particular genetic causes.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	<p>The Australian Collaborative Cerebral Palsy Research group based at the University of Adelaide and WCH Genetic laboratories is part of the Robinson Research Institute investigating the influence of genetic variations and possible environmental triggers in pregnancy on many of the cerebral palsy types.</p> <p>Working under general direction the Research Officer provides research support for members of this multidisciplinary research team including Dr Clare van Eyk, Professor Jozef Gecz and E/Professor Alastair MacLennan.</p>	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ Research Leaders in Cerebral Palsy and undergraduate and Higher Degree students in the team</li> <li>▪ WCH Staff</li> <li>▪ Robinson Research Institute</li> <li>▪ Discipline of Obstetrics &amp; Gynaecology</li> </ul>	
	<b>Special conditions</b>	<p>Reasonable workplace adjustments will be made for people with a disability.</p> <p>Some out of hours work may be required.</p>	
	<b>Delegations</b>	<p>Nil</p>	

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<b>Key Responsibilities and Outcomes</b>	1	Contribute to execution of research	<ul style="list-style-type: none"> <li>• Manage laboratory operations including setting priorities and monitoring workflow</li> <li>• Develop local strategies and work practices ensuring compliance with OH&amp;S requirements and managing laboratory budgets</li> <li>• Perform laboratory based work under general direction</li> <li>• Supervise and train undergraduate and postgraduate students on laboratory methods and equipment</li> </ul>
	2	Recruitment and Research	<ul style="list-style-type: none"> <li>▪ Assist in preparation/ prepare research documents including research proposals, grant applications, ethics applications, reports, posters and papers</li> <li>▪ Manage relationships with external service providers and outside organisations</li> </ul>
	3	Record keeping and data analysis	<ul style="list-style-type: none"> <li>▪ Keep records which accurately describe laboratory work and provide them to supervisors/team members on request</li> <li>▪ Assist in/perform analysis and dissemination of data as required</li> </ul>
	4	Contributes to a safe and ethical working environment	<ul style="list-style-type: none"> <li>▪ Comply with human ethics, privacy and other appropriate guidelines.</li> <li>▪ Compliance with occupational health and safety guidelines to minimise personal risk and risk to others and to notify a Supervisor if breaches of such guidelines by others are observed.</li> <li>▪ Compliance with institutional and State Government policies on intellectual property.</li> <li>▪ Maintain confidentiality of research proposals and research findings.</li> <li>▪ Be familiar with the relevant policy and procedure manuals and to act in compliance with the guidelines contained therein.</li> <li>▪ Participate in performance assessments.</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Achievement Drive	<ul style="list-style-type: none"> <li>▪ Plans carefully and sets goals for improving performance.</li> <li>▪ Plans ahead to ensure all tasks completed.</li> <li>▪ Deals with conflicting demands quickly and calmly.</li> <li>▪ Delivers high quality output.</li> <li>▪ Committed to meeting deadlines even with demanding timeframes.</li> <li>▪ Negotiates and sets expectations for work commitments.</li> </ul>

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		<p>Communication</p>	<ul style="list-style-type: none"> <li>▪ Adapts style and content of communication of ideas and information to match the audience.</li> <li>▪ Uses appropriate communication methods for effective interactions with a preference towards personal interactions.</li> <li>▪ Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood.</li> <li>▪ Is persuasive and confident in communicating ideas.</li> <li>▪ Negotiates win-win outcomes by exploring different positions and building consensus.</li> </ul>
		<p>Flexibility and adaptability</p>	<ul style="list-style-type: none"> <li>▪ Shows flexibility in coping with multiple and changing priorities.</li> <li>▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people.</li> <li>▪ Adapts responses and tactics to fit changing circumstances.</li> <li>▪ Provides ideas for improvement and constructive input into change initiatives.</li> </ul>
		<p>Service Focus</p>	<ul style="list-style-type: none"> <li>▪ Takes personal responsibility to resolve enquiries, requests or complaints.</li> </ul>
		<p>Teamwork</p>	<ul style="list-style-type: none"> <li>▪ Provides appropriate information, support and encouragement to enable successful task completion.</li> <li>▪ Actively participates in team meetings through sharing ideas and contributing to discussions.</li> <li>▪ Accomplishes shared goals through accepting joint responsibility.</li> <li>▪ Supports team members to achieve their goals by sharing workloads.</li> <li>▪ Exercises tact, tolerance and humour to promote team harmony.</li> </ul>

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	<p><b>Knowledge and Experience</b></p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>▪ Knowledge of general research methods and procedures.</li> <li>▪ Research skills in health/biological sciences.</li> <li>▪ Demonstrated high level verbal, written and interpersonal communication skills.</li> <li>▪ Experience using statistical software for data analysis, bioinformatics and data presentation.</li> <li>▪ Ability to prepare and deliver presentations of research work under supervision.</li> <li>▪ Competency in the use of computer software and experience in the use of standard MS-Office software tools.</li> <li>▪ Ability to work well both independently and as a member of a team.</li> <li>▪ High level organisation skills and an ability to work well under pressure to meet deadlines, and an ability to prioritise tasks and assignments.</li> </ul> <p><i>Highly Desirable</i></p> <ul style="list-style-type: none"> <li>▪ Demonstrated research experience in genetic methods, which may include real time PCR, microarrays or RNA sequencing, gene manipulation by interfering RNA, gene cloning and cell culture</li> <li>▪ Knowledge of and experience with at least basic biostatistics and some DNA/RNA bioinformatics</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ BSc (Hons) or PhD</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>		<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</li> </ul>

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<p><b>University Expectations</b></p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</li> <li>• Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;</li> <li>• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• Read, understand and comply with all University policies and procedures.</li> </ul>	
<p><b>Approvals:</b> Head of School / Branch Manager</p>	<p><b>Head of School / Branch Manager</b> <b>Name: Professor Julie Owens</b> <b>Signature:</b>  <b>Date:</b></p>	<p><b>Director Human Resources</b> <b>Name:</b> <b>Signature:</b>  <b>Date:</b></p>
<p><b>Acknowledgement of Incumbent</b></p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	