

RESEARCH OFFICER
POSITION DESCRIPTION

Position Title:	Research Officer	Position Number:	Faculty/Division: Health Sciences
Classification:	HEO5	No. Direct Reports & Highest Classified Position: n/a	School/Branch: School of Dentistry
FTE: 1.0	Reports to: Professor 00003318	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: ARCPOH
Position Summary:	<p>The University of Adelaide is a leading research intensive and teaching University comprising five faculties including the Faculty of Health Sciences. The Faculty's teaching, learning, research and business administration is conducted by seven schools and two research institutes.</p> <p>The School of Dentistry is one of the seven schools in the Faculty of Health Sciences. It has a long and distinguished history of innovation in teaching. It offers undergraduate programs, including the Bachelor of Dental Surgery and the Bachelor of Oral Health, and a range of postgraduate and continuing professional development programs. The School has a distinguished research profile and its staff have strong track records in publications and in attracting research grants.</p> <p>This position is based in Alice Springs and the Research Officer will contribute to the conduct of a randomised clinical trial on the role of a periodontal intervention in reducing the burden of chronic kidney disease among Aboriginal adults with chronic kidney disease residing in Central Australia. The position is responsible for recruitment of participants, liaising with key stakeholder groups regarding recruitment of participants, facilitating the periodontal intervention, managing Aboriginal research assistants, organising collection of data and reporting to Chief Investigators.</p>		
Position Characteristics:	Scope	Under general direction of the Director of the Australian Research Centre for Population Oral Health, academic and research staff.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • ARCPOH Director • Academic/professional staff within the University 	
	Special conditions	<ul style="list-style-type: none"> • Reasonable workplace adjustments will be made for people with a disability. • Position located in Alice Springs. 	
	Delegations	None	

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Key Responsibilities and Outcomes	1	Communicate with key stakeholder groups and potential Aboriginal participants	<ul style="list-style-type: none"> Communicate with key stakeholder groups Develop and maintain a good rapport with Aboriginal participants
	2	Facilitate periodontal intervention	<ul style="list-style-type: none"> Coordinate clinic space, assistance, materials, sterilisation and intervention with appropriate NT Oral Health clinic staff
	3	Ensure all data recording and record keeping is up-to-date and clean	<ul style="list-style-type: none"> Ensure data collection is thorough and complete, with data entered into appropriate electronic databases Ensure data is cleaned
	4	Managing 2 x Aboriginal research assistants	<ul style="list-style-type: none"> Supervise time sheets, recruitment and day-to-day logistics of study personnel
	5	Prepare progress reports in a timely manner	<ul style="list-style-type: none"> Collect information for progress reports to supervisors and key investigators
Criteria	Capabilities and Behaviours	Flexibility and Adaptability	<ul style="list-style-type: none"> Adapts to changes in environment and work demands, working effectively with a variety of situations and people
		Communication	<ul style="list-style-type: none"> Adapts style and content of communication of ideas and information to match the audience. Uses appropriate communication methods for effective interactions with a preference towards personal interactions
		Managing people	<ul style="list-style-type: none"> Demonstrates ownership of own area and responsibility for University outcomes
		Achievement/Drive	<ul style="list-style-type: none"> Plans ahead to ensure all tasks are completed
		Relationship Building	<ul style="list-style-type: none"> Respectfully interacts with people from diverse backgrounds and experiences
	Knowledge and Experience	<ul style="list-style-type: none"> Experience in delivering periodontal interventions Experience in working with Aboriginal adults Hold a Class C or above drivers licence 	
	Qualifications	<ul style="list-style-type: none"> A degree in Bachelor of Oral Health or equivalent experience 	

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<p>Occupational Health, Safety and Welfare Requirements</p>	<ul style="list-style-type: none"> All Supervising staff are required to implement and maintain the University's OH&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. 	
<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> 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; 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; Perform their responsibilities in a manner which reflects and responds to continuous improvement; and Read, understand and comply with all University policies and procedures. 	
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>	<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>	