

**STARSS PROJECT OFFICER
POSITION DESCRIPTION**

Position Title:	STARSS Project Officer	Position Number:	Faculty/Division: Health Sciences
Classification:	HEO4	No. Direct Reports - 0 & Highest Classified Position:	School/Branch: School of Paediatrics and Reproductive Health
FTE: 1.0	Reports to: STARSS Project Manager	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Paediatrics
Position Summary:	<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 eight 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. The School is based across four locations, namely the Medical School, Royal Adelaide Hospital, Women's and Children's Hospital, and Lyell McEwin Hospital.</p> <p>Developing systems to receive and respond to consumer reports of adverse events following immunisation are essential to maintaining public confidence in immunisations programs. The STARSS Project will develop and test a post-marketing vaccine safety surveillance system using modern communication technology, which will represent a major advance in assuring the completeness and timeliness of Adverse Events Following Immunisation (AEFI) reporting.</p> <p>The STARSS Project Officer is responsible for providing support to the STARSS Project Manager and carrying out project-related administrative tasks under the Project Manager's supervision. The role is also responsible for liaison with study sites, monitoring the data collection, undertaking telephone interviews of trial participants and collation of costing information as part of the evaluation of the feasibility of the implementation STARSS approach at national level. The position is located at the Women's and Children's Hospital, North Adelaide.</p>		
Position Characteristics:	Scope	Under general direction from the STARSS Project Manager, the position will be responsible for liaison with study sites, monitoring the data collection, telephone interviews of trial participants and collation of costing information as part of the evaluation informing national implementation. This position also encompasses administrative functions within the study.	
	Significant internal/external relationships	<ul style="list-style-type: none"> • STARSS Project Manager • STARSS Project Coordinating Principal Investigator – A/Prof Mike Gold • STARSS Project Chief Investigators • Partner Organisations – GSK and Sanofi Pasteur • External stakeholders e.g. National Centre for Immunisation Research and Surveillance (NCIRS), Departments for Health SA, WA and Victoria's SAEFVIC. 	
	Special conditions	<ul style="list-style-type: none"> • Some out of hours work may be required. • Some interstate travel may be required. • Reasonable workplace adjustments will be made for people with a disability. 	
	Delegations	N/A	

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Key Responsibilities and Outcomes	1	Liaise with study sites	<ul style="list-style-type: none"> ▪ Liaise and communicate effectively with GP, Council and Hospital study sites ▪ Identify issues raised by the sites and work to resolve issues ▪ Escalate complex issues with the STARSS Project Manager to resolve issues ▪ Monitor enrolments and give feedback to sites on their performance ▪ Ensure sites have the latest information, protocols, subject recruitment materials
	2	Monitor data collection during the study	<ul style="list-style-type: none"> ▪ Collate and monitor the daily data being collected during the study ▪ Identify and communicate data anomalies to the STARRS Project Manager
	3	Conduct telephone Interviews	<ul style="list-style-type: none"> ▪ Conduct telephone surveys with subject participants ▪ Record and report responses
	4	Gather study costing information	<ul style="list-style-type: none"> ▪ Collect costing information during the study to guide the potential of a national roll out in consultation with the STARRS Project Manager
	5	Provide administrative support	<ul style="list-style-type: none"> ▪ Provide administrative support as required by the STARSS Project Manager
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> ▪ Takes responsibility for own work to achieve quality results. ▪ Meets deadlines and follows through on commitments.
		Relationship building	<ul style="list-style-type: none"> ▪ Actively works to develop and maintain effective working relationships with others. ▪ Responds to colleagues in a timely and courteous manner. ▪ Is approachable and receptive to others.
		Communication	<ul style="list-style-type: none"> ▪ Speaks clearly and respectfully in a confident manner. ▪ Co-operates with others, shares relevant information and seeks information from others as required. ▪ Gains clear agreements by presenting own position clearly and considering alternative viewpoints.
		Flexibility and Adaptability	<ul style="list-style-type: none"> ▪ Willingly adopts different approaches in order to achieve results. ▪ Adapts behavior in response to constructive feedback. ▪ Is open to new and different ways of doing things.
		Teamwork	<ul style="list-style-type: none"> ▪ Understands the work of the group and demonstrates a commitment to team goals. ▪ Works effectively in a team environment. ▪ Relates well to other team members.

