

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 ⊠ Continuing □	Discipline/Unit: Paediatrics			
Position Summary:	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.					
	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.					
	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.					
	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.					
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	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	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		 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		 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		 Conduct telephone surveys with subject participants Record and report responses 	
	4	Gather stud	y costing information	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		ninistrative support	 Provide administrative support as required by the STARSS Project Manager 	
	Capabilities and Behaviours		Achievement Drive	 Takes responsibility for own work to achieve quality results. Meets deadlines and follows through on commitments. 	
			Relationship building	 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. 	
Criteria			Communication	 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	 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	 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. 	



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	Knowledge and	Demonstrated high level administrative skills, including:	the ability to effectively prioritise and manage work.	
	Experience	 Demonstrated ability to work effectively under pressure 	, , , , ,	
	•	High level written verbal and interpersonal skills		
		 High level computer skills including Microsoft Office suit 	e, Web Databases etc.	
		Experience working in healthcare environment or an ad	ministrative role in a General Practice environment (desirable)	
	Qualifications	Relevant tertiary qualifications or a demonstrated relevant.	ant experience, knowledge and skills	
Occupational Health, Safety and Welfare Requirements		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.		
University Expectations		 All staff are expected to: 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 an 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. 		
Approvals:		Head of School / Branch Manager	Director Human Resources	
Head of School / Branch Manager		Name:	Name:	
		Signature:	Signature:	
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		Date:	Date:	
Acknowledgement of Incumbent I have read and understood the requirements of the position				
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