

RESEARCH OFFICER
POSITION DESCRIPTION

Position Title:	Research Officer	Position Number: New	Faculty/Division: Health Sciences
Classification:	HEO5	No. Direct Reports & Highest Classified Position: Nil	School/Branch: School of Medicine
FTE: 0.9	Reports to: Cat 2 NHMRC Level B	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Paediatrics
Position Summary:	<p>The University of Adelaide is a leading research and teaching University comprising five faculties including the Faculty of Health Sciences.</p> <p>The School of Medicine encompasses the disciplines of Medicine, Surgery, Psychiatry, Ophthalmology, Acute Care Medicine, Orthopaedics and Trauma, Paediatrics, Obstetrics and Gynaecology, Anatomy and Pathology, General Practice, Pharmacology, Physiology, and Rural Health. Made up of academics, researchers and clinical titleholders, the school is the largest in the University and one of five schools in the Faculty of Health Sciences. The clinical components of the University's undergraduate medical program are taught through the school with activities at four major hospitals in the state. The school offers a vibrant, intellectual environment in which to work.</p> <p>Under general direction, the Research Officer will provide technical laboratory assistance to a large pre-birth cohort study known as ENDIA. This includes processing biological specimens in strict accordance with standard operating procedures, record keeping and operating and maintaining laboratory equipment and consumables as required.</p>		
Position Characteristics:	Scope	<p>The Discipline of Paediatrics has a wide range of clinical expertise and a strong commitment to clinical services in the Division of Paediatric Medicine, Women's & Children's Health Network (WCHN). Clinical staff provides services in Diabetes, Endocrinology, Gastroenterology, Pulmonary Medicine, Immunology, Rheumatology, Allergy and Child & Adolescent Psychiatry.</p> <p>The Research Officer will work in the department of Paediatrics at the Women's & Children's Hospital site and provide technical laboratory support for study activities as directed by the ENDIA study Principal Investigators and the Senior Clinical Research Coordinator of the Centre of Research Excellence (CRE) for the Protection of Pancreatic Beta Cells.</p>	
	Significant internal/external relationships	<ul style="list-style-type: none"> ▪ Principal Investigators and other study staff at WCHN site and other Australian sites (WA, VIC, NSW, QLD). ▪ School of Medicine Staff and Students. ▪ Robinson Research Institute Members and their research teams, including students. 	
	Special conditions	<ul style="list-style-type: none"> ▪ Reasonable workplace adjustments will be made for people with a disability. ▪ Occasional out-of-hours work may be necessary when conducting research experiments. 	
	Delegations	Nil	
	Eligibility Criteria	<ul style="list-style-type: none"> • Evidence of an assessment and letter of clearance from the DCSI Screening Unit is required prior to making an appointment to this position. • Evidence of a satisfactory National Police Certificate is required prior to making an appointment to this position. 	

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Key Responsibilities and Outcomes	1	Contribute to the execution of research	<ul style="list-style-type: none"> • Liaise with research nurses, scientists, clinical staff and other team members to receive biological specimens from study participants. • Process biological samples collected from study participants in accordance with standard operating procedures. • Maintain accurate laboratory records. • Contribute to the development of standard operating procedures. • Assist higher degree students in the performance of their research. • Assess the requirements for laboratory consumables or other appropriate resources required to conduct the studies and maintain good laboratory practice • Assistance with preparing material (including preparation of slides, data for manuscripts/presentations and reports). • Actively participate in the production of data.
	2	Contribute to planning of research	<ul style="list-style-type: none"> ▪ Participate in meetings with lab technicians, study coordinators and/or investigators as required. ▪ Participate in laboratory meetings of the Barry group. ▪ Provide support to research leaders/investigator with grant applications.
	3	Contribute to a safe and ethical working environment	<ul style="list-style-type: none"> ▪ Comply with human ethics, privacy and other appropriate guidelines. ▪ Comply 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. ▪ Comply with institutional and State Government policies on intellectual property. ▪ Maintain confidentiality of research proposals and research findings. ▪ Be familiar with the relevant policy and procedure manuals and to act in compliance with the guidelines contained therein. ▪ Participate in performance assessments.
	4	To contribute toward the provision of a safe and healthy work environment for self and others	<ul style="list-style-type: none"> ▪ Report all accidents, incidents and near misses. ▪ Comply with reasonable instructions or procedures aimed at protecting the health and safety of themselves and others. ▪ Carry out responsibilities as detailed in occupational health, safety and injury management policies and procedures.

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Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> ▪ Plans carefully and sets goals for improving performance. ▪ Plans ahead to ensure all tasks completed. ▪ Deals with conflicting demands quickly and calmly. ▪ Delivers high quality output. ▪ Committed to meeting deadlines even with demanding timeframes.
		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. ▪ Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood.
		Flexibility and adaptability	<ul style="list-style-type: none"> ▪ Shows flexibility in coping with multiple and changing priorities. ▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people. ▪ Adapts responses and tactics to fit changing circumstances. ▪ Provides ideas for improvement and constructive input into change initiatives.
		Service Focus	<ul style="list-style-type: none"> ▪ Takes personal responsibility to resolve enquiries, requests or complaints. ▪ Uses initiative in actively and promptly following up with supervisor/HD students to ensure satisfaction with the service. ▪ Seeks and acts on supervisor feedback.
		Teamwork	<ul style="list-style-type: none"> ▪ Provides appropriate information, support and encouragement to enable successful task completion. ▪ Actively participates in team meetings through sharing ideas and contributing to discussions. ▪ Accomplishes shared goals through accepting joint responsibility. ▪ Supports team members to achieve their goals by sharing workloads. ▪ Exercises tact, tolerance and humour to promote team harmony.

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	<p>Knowledge and Experience</p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> ▪ Experience working in a laboratory environment. ▪ Demonstrated high level verbal, written and interpersonal communication skills. ▪ Competency in the use of computer software and experience in the use of standard MS-Office software tools. ▪ Ability to work well both independently and as a member of a team. ▪ High level organisation skills and an ability to work well under pressure to meet deadlines, and an ability to prioritise tasks and assignments. <p><i>Desirable</i></p> <ul style="list-style-type: none"> ▪ Demonstrated knowledge and experience of research methods. ▪ Prior technical contributions to research publications. 	
	<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ An equivalent combination of relevant experience and/or education/training. 	
<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</p>	<p>Head of School Name: Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>	

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Acknowledgement of Incumbent

I have read and understood the requirements of the position

Name: *(please print)*

Signature:

Date: