

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



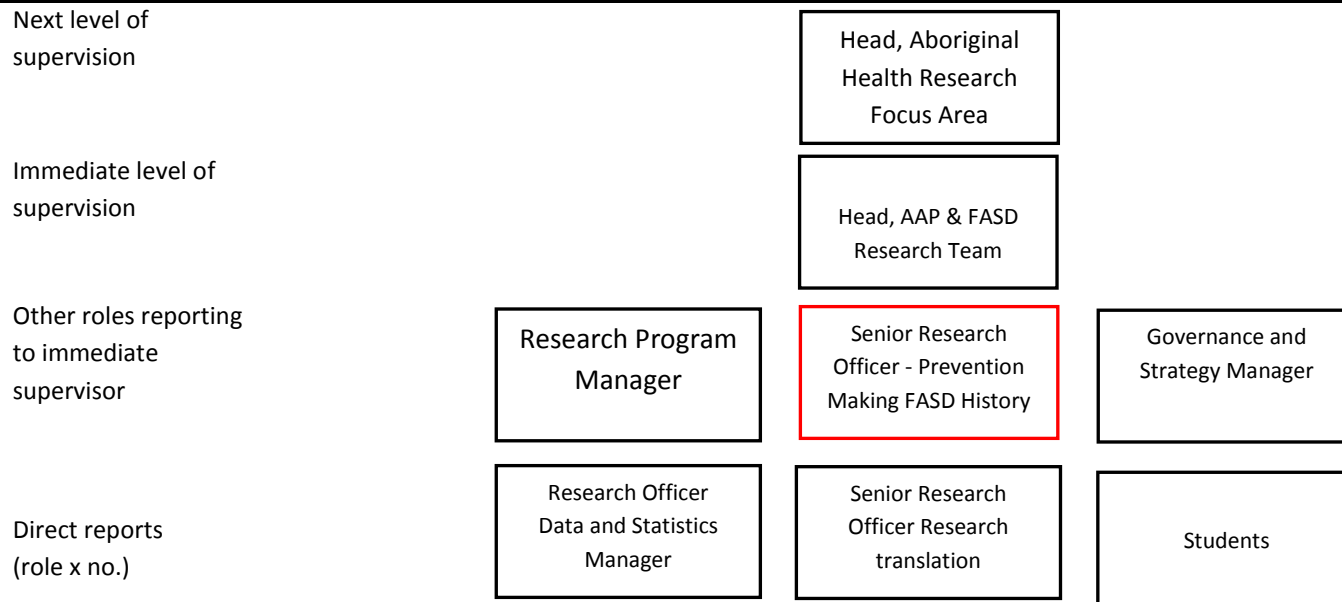
<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> SENIOR RESEARCH OFFICER MAKING FASD HISTORY PREVENTION		
<b>Division:</b>	Disability	<b>Department:</b>	Alcohol and Pregnancy & FASD (AAP&FASD) Research Team	
<b>Position reports to:</b> (role)	Head – Making FASD History Project			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco, requires occasional outreach interstate travel			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The Senior Research Officer – Making FASD History, will take a research leadership role across established research projects in Fetal Alcohol Spectrum Disorder (FASD) Prevention within a broad strategy of work entitled ‘Making FASD History’.</p> <p>The Senior Research Officer will provide research design, planning and evaluation support to specific funded projects including: The BHP-and NHMRC-funded Making FASD History Strategy (Pilbara region 2015-2020); and the National Multi-Site Prevention Program (Alice Springs and Newcastle 2017-2020). The Senior Research Officer will engage Chief Investigators and experts in the field for research design and methodology advice.</p> <p>The Senior Research Officer will contribute to funding applications for future FASD Prevention projects.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research design, planning and implementation</b>	60%	<ul style="list-style-type: none"> <li>• Provide research design, planning and evaluation support to specific funded projects including: The BHP-and NHMRC-funded Making FASD History Strategy (Pilbara region 2015-2020); and the National Multi-Site Prevention Program (Alice Springs and Newcastle 2017-2020).</li> <li>• The Senior Research Officer will engage Chief Investigators and experts in the field for research design and methodology advice</li> </ul>	<ul style="list-style-type: none"> <li>• High quality research study design and planning.</li> </ul>	<ul style="list-style-type: none"> <li>• All projects delivered to a high standard within timeframes and budgets according to research protocols, ethics approvals, and Institute policies.</li> <li>• Rates of staff retention on par with Institute averages, in compliance with staff policies and procedures.</li> </ul>
		<ul style="list-style-type: none"> <li>• Provide line management up to two project staff, and supervise up to two students.</li> </ul>	<ul style="list-style-type: none"> <li>• All team members well supported, with professional development processes in place and within the Performance Development Review Process (GPS) framework.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversee and support research team staff and students in all aspects of research study design, ethics applications, development of interventions and data collection instruments, research project implementation, data collection, data cleaning and management, data analysis, preparation of manuscripts and other dissemination reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Study protocols, data collection tools, statistical analysis plans developed and up to date.</li> <li>• Publication plans developed and progressing.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Oversee data management, tasked to the Data Management research Officer, to ensure data integrity and quality assurance tasks are robustly applied</li> </ul>	<ul style="list-style-type: none"> <li>• Data managed in compliance with Telethon Kids Institute and custodian policies and relevant legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with data security policies and procedures</li> </ul>
		<ul style="list-style-type: none"> <li>• Work collaboratively to promote and build the reputation of the research group with the wider community and researchers</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysed and results produced for reports</li> </ul>	<ul style="list-style-type: none"> <li>• Timely delivery of outputs</li> </ul>

		<ul style="list-style-type: none"> <li>Attendance at group meetings and all relevant seminars</li> </ul>	<ul style="list-style-type: none"> <li>Active participant in FASD Research Group meetings and planning activities</li> <li>Contribution to a positive workplace</li> </ul>	<ul style="list-style-type: none"> <li>Effective engagement with colleagues, post graduate students and collaborators</li> </ul>
			<ul style="list-style-type: none"> <li>Active participation in FASD Research Group meetings and planning activities</li> </ul>	<ul style="list-style-type: none"> <li>Meetings attended</li> </ul>
<b>Knowledge transfer, publications and presentations</b>	30%	<ul style="list-style-type: none"> <li>Support the team's preparation of research papers for publication</li> <li>Preparation of manuscripts for publication in national and international peer reviewed journals resulting from research outcomes of projects</li> <li>Write and review scientific content for reports and grant applications</li> <li>Contribute to presentation of research findings at national and international scientific forums, and other for as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Team and individual publication record.</li> <li>Contributing author to published journal papers.</li> </ul>	<ul style="list-style-type: none"> <li>Peer reviewed publications in relevant journals produced by the teams per year, number of reports, submissions, and presentations completed by the research team</li> </ul>
		<ul style="list-style-type: none"> <li>Build networks with other researchers in relation to FASD Research in relevant communities</li> </ul>	<ul style="list-style-type: none"> <li>Networks established and managed effectively</li> </ul>	<ul style="list-style-type: none"> <li>Demonstration of engagement in the networks</li> </ul>
<b>Other tasks</b>	10%	<ul style="list-style-type: none"> <li>Any other tasks as reasonably required by the line manager</li> <li>Develop further related research directions in FASD</li> </ul>	<ul style="list-style-type: none"> <li>Tasks completed in a timely manner</li> <li>Future roles and research projects developed</li> </ul>	<ul style="list-style-type: none"> <li>Performance evaluation by study leads</li> </ul>

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:			
<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>Doctoral qualification relevant to the health, health promotion, public health, epidemiology/statistics, or a related field.</li> <li>Publication of at least 3 papers as first or senior author.</li> </ul>		
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Able to travel to communities in the Pilbara, Newcastle and Alice Springs for up to 2 weeks at a time, multiple times a year</li> <li>Demonstrated experience in collecting, analysing and interpreting a range of quantitative and qualitative data (e.g. interviews, observational data, document reports)</li> <li>Have an understanding of and respect for Aboriginal culture</li> <li>Solid record of publication and conference presentations, and the ability to present research findings in a clear and engaging way</li> <li>High degree of computer literacy</li> <li>Highly developed oral and written communication/interpersonal skills</li> <li>Demonstrated ability to work as a member of a small team</li> <li>Demonstrated ability to support researchers, students and support staff</li> <li>Current driver's license</li> </ul>		
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:			
<b>Qualifications:</b> what are the desirable educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>Postdoctoral experience and experience in research management and leadership of at least 2 years.</li> </ul>		
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Quantitative, mixed-methods research and/or evaluation experience</li> <li>Knowledge of FASD</li> <li>Experience working with Aboriginal communities</li> <li>Experience undertaking fieldwork and research in a cross-cultural context</li> </ul>		
SCOPE:			
<b>Financial accountability:</b> Does this role have accountability for a budget?			
<ul style="list-style-type: none"> <li>No</li> </ul>			
<b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	One to two	No. of indirect reports	None

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)



**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

**Additional notes**

- This is a full-time fixed term position for two and a half years, dependent on performance and continuation of funding.
- Six month probation period.
- Travel to remote sites will be required, including to remote WA communities, Alice Springs, and Newcastle.
- Some afterhours work may be required.
- Line management responsibility will be introduced upon appointment.