## Position Summary

Two **Research Officers** are required for a minimum of 4 months to work on the SHAReD (Shared Health Arrangements Research & Development) study. The purpose of the SHAReD study is to investigate the adaptability, effectiveness, cost-effectiveness and replicability of a web-based shared care plan in NSW Health mental health and general practice settings. The study protocol is registered with the ANZCTR: [ACTRN12622000539730](https://www.anzctr.org.au/Trial/Registration/TrialReview.aspx?id=383630&isReview=true)

The positions will provide technical and research assistance to senior research staff, primarily in recruitment and data collection. Travel within the Sydney Local Health District area will be required.

The role reports to Dr Catherine Spooner, Senior Research Fellow, Centre for Primary Health Care and Equity (CPHCE).

## Accountabilities

Specific accountabilities for this role include:

* Provision of practical and efficient research support to the SHAReD study. Tasks can include:
	+ Recruitment of participants
	+ Data collection
	+ Support to GPs in the use of the electronic shared care software.
* Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases.
* Assist with quantitative/qualitative data analyses as required by the research project.
* Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
* Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.
* Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.
* Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf)
* Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience

* A university degree in health or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
* Demonstrated experience with people with lived experience of mental illness (highly desirable).
* Demonstrated relevant research experience.
* Experience working with a range of computer systems and applications (REDCAP desirable).
* Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
* Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
* Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.
* Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.