

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	SENIOR RESEARCH OFFICER – BRAIN AND BEHAVIOUR		
Division:	Brain & Behaviour	Department:	CoLab	
Position reports to: (role)	Professor Donna Cross			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The Senior Research Officer will work with the CoLab Economic Understanding of Service Delivery Working Group to plan and prepare for the submission of a systematic review to a global international evidence network (such as Cochrane group or Campbell Corporation) addressing the economic evaluation of early childhood intervention. This development and submission of this systematic review is a core deliverable for CoLab and will seek to collate and summarise the cross sectoral evidence in investment in early childhood. The Senior Research Officer will also assist in the development of outcome indicators for measurement of returns in relation to early childhood investment. Further tasks will involve the measurement of cost-effectiveness across programs undertaken as part of the CoLab initiative.</p>				
KEY RESPONSIBILITY AREAS (Please list in order of importance)				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Research Administration	20	<ul style="list-style-type: none"> • Assist in the development of a protocol for the proposed systematic review, which will outline the topic of focus, scope and proposed search strategy. • Identify and record literature specific to early childhood interventions, with an economic perspective. • Work with the Economic Working Group to review the economic literature. • Monitor and report on the progress of the project and be able to recognise barriers and risks, and look for effective solutions. • Support and assist other team members working on the systematic review. 	<ul style="list-style-type: none"> • Contribution to a high quality, timely systematic review protocol • Regular project reports 	<ul style="list-style-type: none"> • Usefulness of systematic review protocol for project
Research dissemination and knowledge translation	70	<ul style="list-style-type: none"> • Assist in the development of a protocol for the proposed systematic review. • Synthesise literature findings for systematic review and in accordance to Cochrane and Campbell processes. • Engage expert comment and feedback within the project process. • Provide recommendations for design and approach to systematic review. • Contribute to the preparation of presentations and workshops, and in the writing of reports, articles and other documents. • Present data at research meetings or conferences. • Develop protocols for economic evaluation of other CoLab projects • Contribute to the development of an index for lifetime outcomes of early childhood intervention • Contribute to other economics CoLab projects as required 	<ul style="list-style-type: none"> • Systematic review protocol is developed and utilised • High quality and timely synthesis of relevant literature • Experts engaged • Development of protocols for economic evaluation of early intervention programs • Reports/publications on development of an outcomes index • Completion of economic evaluations in relation to other CoLab projects 	<ul style="list-style-type: none"> • Systematic review protocol is practical for use for the project. • Development of policy recommendations in relation to cost-effectiveness of early childhood programs • Successful use of economic protocols for purpose • Publications/reports
Communication and Team work	10	<ul style="list-style-type: none"> • Engage and work collaboratively with stakeholders, experts and project consultants • Work cooperatively with all team members and Institute staff 	<ul style="list-style-type: none"> • Excellent communication with team members, investigators, and stakeholders 	<ul style="list-style-type: none"> • Acknowledged as working collaboratively and effectively

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- PhD in Science, Health Sciences, Public Health or Social Sciences or related field

Skills, Knowledge & Experience:

- Well experienced in conducting high quality and extensive literature and systematic reviews
- Understanding of the application of economic principles in health care
- Experience in economic evaluation of health programs
- Track record of publications, including first-author
- Ability to effectively communicate research findings on various topics to health practitioners, educators, policy makers, and the public
- Experience in developing and maintaining relationships with investigators, consumer and community members and stakeholders
- High level written and oral communication skills
- Able to work independently and meet deadlines
- Able to work collaboratively as part of a dynamic group
- Excellent verbal and written communication skills

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- Previous research experience
- Demonstrated knowledge of systematic review methodologies

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- None

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

One

No. of indirect reports

None

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

Next level of supervision

CoLab Director

Immediate level of supervision

NHMRC Principal Research Fellow

Other roles reporting to immediate supervisor

Senior Research Officer

Direct reports (role x no.)

Research Assistant

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

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