

# 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> RESEARCH OFFICER / SENIOR RESEARCH OFFICER RESEARCH IMPACT		
<b>Division:</b>	Professional Services	<b>Department:</b>	Research Development	
<b>Position reports to: (role)</b>	Dr Tobias Schoep			
<b>Location:</b> <i>include all possible locations</i>	Telethon Kids Institute, Northern Entrance, Perth Children's Hospital, 15 Hospital Avenue, Nedlands, WA, 6009			
<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 Association of Australian Medical Research Institutes Research Impact Working Group is working towards enabling medical research institutes to maximise research impact through the, development of a framework of good practices and indicators in consultation with medical research institutes representing a range of research priorities. In consultation with the Working Group the researcher dedicated to this project will perform an integrative literature review, design the research methods eg. ethics submission, surveys and/or Delphi process, as well as co-ordinate the production and dissemination of educational and research materials. Lastly, they will be responsible for the analysis of data, and the preparation of reports and publications. The position will work closely with Research Development on the implementation of the project.</p>				
<b>KEY RESPONSIBILITY AREAS (Please list in order of importance)</b>				
<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 Administration</b>	20	<ul style="list-style-type: none"> <li>• Conduct environmental and stakeholder scan</li> <li>• Co-develop and implement a project management plan for delivery of project activities and deliverables</li> <li>• Responsibility for management of the project</li> <li>• Monitor and report on the progress of the project and be able to recognise barriers and risks, and look for effective solutions</li> </ul>	<ul style="list-style-type: none"> <li>• High quality environmental scan</li> <li>• Project management plan</li> <li>• Regular project reports</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of project management plan by Working Group</li> </ul>
<b>Research</b>	50	<ul style="list-style-type: none"> <li>• Perform integrative literature review</li> <li>• Compose and gain ethics approval</li> <li>• Design stakeholder consultation and research process</li> <li>• Design materials to inform stakeholder consultation process</li> <li>• Co-ordinate consultative research process through the Working Group</li> <li>• Synthesise research findings, develop a framework of indicators and good practices based on the findings</li> <li>• Preparation of presentations, reports, workshops, articles and other documents, e.g. lay summaries</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder protocols are developed and implemented</li> <li>• Identified stakeholder groups appropriately engaged</li> <li>• Framework of indicators and good practices developed</li> </ul>	<ul style="list-style-type: none"> <li>• Ethics approved</li> <li>• Literature review completed and published</li> <li>• Project management plan is implemented effectively</li> <li>• Deadlines met</li> </ul>
<b>Communication and Stakeholder Management</b>	30	<ul style="list-style-type: none"> <li>• Co-ordinate Working Group meetings and workshops</li> <li>• Co-ordinate Advisory Group</li> <li>• Co-ordinate stakeholder consultation</li> <li>• Design educational material</li> <li>• Engage and work collaboratively with stakeholders, experts and project consultants</li> <li>• Work cooperatively with all team members and Institute staff</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication with Working Group, Advisory Group and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledged as working collaboratively and effectively</li> <li>• Co-ordination of Working Group and Advisory group</li> <li>• Design and dissemination of high quality project research and educational materials</li> </ul>

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

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

<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in performing consultative research process based studies</li> <li>• Experience in project management – ability to highlight practical consideration of plans and activities</li> <li>• Track record of publications, including first-author</li> <li>• Ability to effectively communicate research findings to various levels eg. Researcher, COO</li> <li>• Experience in developing and maintaining relationships with stakeholders</li> <li>• Experience in reporting project progress and outcomes</li> <li>• High level written and oral communication skills</li> <li>• Able to work independently and meet deadlines</li> <li>• Able to work collaboratively as part of a dynamic group</li> <li>• Ability to travel nationally as needed</li> </ul>
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**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:**

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	PhD or equivalent in Science, Health Sciences, Public Health or Social Sciences or related field
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<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Previous research experience</li> <li>• Demonstrated knowledge of research methodologies</li> <li>• Knowledge and or experience in research impact</li> </ul>
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**SCOPE:**

**Financial accountability:** Does this role have accountability for a budget? No

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

No. of direct reports	None	No. of indirect reports	None
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

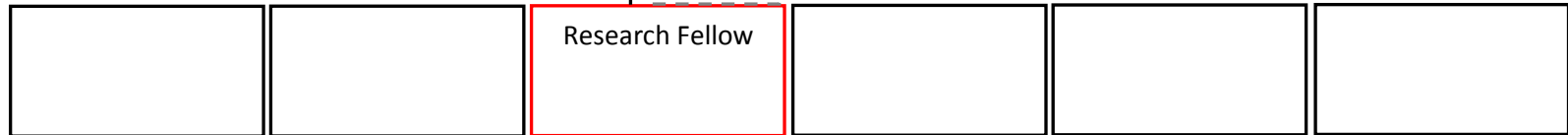
Senior Manager,  
Research  
Development

Immediate level of supervision

Senior Research  
Development and  
Projects Officer

Program Manager,  
Health Promotion  
& Education  
Research

Other roles reporting to immediate supervisor



Direct reports (role x no.)



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

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