



## Research Officer POSITION DESCRIPTION

<b>Research Group:</b>	Whitlam Orthopaedic Research Centre (WORC)
<b>Status:</b>	Part-time, 0.4 to 0.6 EFT for one (1) year, with an extension possible subject to funding
<b>Days:</b>	Two (2) to three (3) days per week, as negotiated
<b>Salary:</b>	\$57,468 per annum pro rata plus 9.5% super. Salary packaging is available.
<b>Hours:</b>	15.2 to 22.8 hours per week, as negotiated with the Whitlam Orthopaedic Research Centre
<b>Reports to:</b>	Firstly to the WORC Directors, then the WORC Administrative personnel and for non-operational matters to the Institute's Human Resources Manager

### Background

The **Ingham Institute for Applied Medical Research** (the Institute) is a not-for-profit organisation located in Sydney's South West that undertakes medical research that is rooted in and driven by the needs of the local community and wider Australia.

The Institute is the pre-eminent research institute for South Western Sydney. It is home to 360 staff, over 40 research groups, and five (5) research streams that are committed to its vision of Inspiring Health and Transforming Care.

The Institute is integral to a unique collaboration with the South Western Sydney Local Health District, Western Sydney University and the UNSW Sydney. Through these collaborations the Ingham Institute is working to radically transform health outcomes both locally and globally.

The Whitlam Orthopaedic Research Centre is a research centre within the Ingham Institute and the South West Sydney Local Health District at Liverpool. It currently has several full and part-time researchers conducting clinical research as well as a number of post-graduate researchers.

WORC is seeking a qualified research Officer to assist with research projects involving orthopaedic trauma and joint replacement patients. The successful applicants will be an integral part of the team, supporting the Directors of WORC at Liverpool Hospital.

The successful candidate must have very strong verbal and written communication skills and be able to work both independently and in a team environment.

### **Purpose of Positions**

The Research Officer will undertake research activities related to specific projects involving orthopaedic trauma and joint replacement patients and assist in the day-to-day running of projects currently being undertaken within WORC. This primarily involves telephone follow-up and data entry of eligible patients who participate in our research.

### **Essential Criteria**

- Ability to conduct telephone interviews with a wide variety of people
- Well-organised and good time management skills
- Very strong verbal and written communication skills
- Demonstrated excellent computer skills
- Demonstrated capacity to work in a team setting
- Ability to work independently but identify the need to seek assistance when required
- Willingness and capacity to implement required OHS policies and safe work practice
- Excellent knowledge of health terminology.

### **Desirable Criteria**

- Previous research experience.

Key Accountabilities	Key Performance Indicators
Follow-up eligible patients who have under-gone a total knee or hip replacement. This will involve telephone follow-ups.	Follows up eligible patients effectively and in a timely manner; as specified by the protocol.
Implement the study as per protocol and ensure compliance with relevant regulations.	<ul style="list-style-type: none"> <li>▪ Protocols are adhered to; and</li> <li>▪ Compliance is achieved at all times.</li> </ul>
Data entry of patient data using Redcap data base.	Data entry is conducted accurately, and in a timely manner.
Storage of related research material.	<ul style="list-style-type: none"> <li>▪ Research data is securely stored</li> <li>▪ Validity of the data is evident</li> <li>▪ Adheres to HREC and legislative requirements.</li> </ul>
Liaise, communicate and work effectively with the relevant persons within the Centre to ensure the related projects are being undertaken as required and according to the designated timelines.	Provides accurate weekly progress reports / updates to the WORC Administrative Assistant.
Comply with relevant State and Federal Privacy Legislation for the access, use, handling and storage of health data.	<ul style="list-style-type: none"> <li>▪ Adheres to legislative requirements; and</li> <li>▪ Complies with legislative requirements regarding access and reporting.</li> </ul>
Understand and uphold the Institute's WHS requirements and responsibilities.	<ul style="list-style-type: none"> <li>▪ Complies with the Institute's WH&amp;S Statement and WH&amp;S Policy and Procedures;</li> <li>▪ Is always mindful of workplace safety as it pertains to self;</li> <li>▪ Reports all accidents within 24 hours;</li> <li>▪ Makes proper use of relevant safety equipment; and</li> <li>▪ Attends training programs as directed.</li> </ul>
Work as an Ingham Institute team member.	<ul style="list-style-type: none"> <li>▪ Is an effective team member;</li> </ul>

	<ul style="list-style-type: none"><li>▪ Attends Institute staff meetings and, where applicable, shares information available at these meetings with unit staff;</li><li>▪ Complies with Ingham Institute Code of Conduct;</li><li>▪ Contributes to the research culture at Ingham Institute; and</li><li>▪ Participates in Ingham Institute supporting activities.</li></ul>
--	--