



RSEOH Clinical Academic Group Project Officer POSITION DESCRIPTION

Research Group:	Sydney Partnership for Health, Education, Research & Enterprise's Respiratory Sleep Education and Occupational Health (RSEOH) group
Status:	0.5 FTE or part-time for 12 months
Hours:	19 hours per week
Days:	To be negotiated
Salary:	\$35.00 per hour plus 9.5% super. Salary packaging is available
Reports to:	In the first instance to the RSEOH CAG Leaders and Education and Training Subcommittee Leaders and for non-operational / RSEOH 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 conducts world-class 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 RSEOH clinical academic group is part of the Sydney Partnership for Health, Education, Research and Enterprise (SPHERE). SPHERE brings together researchers, clinicians, educators and the public to improve the healthcare delivered to our community.

RSEOH is seeking an experienced Project Officer to build a one-stop shop where resources in clinical care, education and training activities are available for upskilling clinical and non-clinical professionals in respiratory, sleep, environmental and occupational health.

The role will evaluate and curate these identified resources to inform capacity building of the health workforce in respiratory, sleep, environmental and occupational health and in reaching the overall mission of RSEOH Clinical Academic Group (CAG) and SPHERE.

Purpose of Position

The RSEOH CAG Project Officer will be responsible for creating a web based curated list of educational resources relevant to Respiratory, Sleep, Environmental and Occupational health. She/He will work directly with the RSEOH Education and Training Subcommittee Leaders and their members to develop and implement the operational plans. This will

encompass identifying resources in research, clinical care, and education and training programs that are relevant to respiratory, sleep and environmental and occupational health and curate these resources to cater for health professionals of all backgrounds across clinical and non-clinical roles tailored at various career and competency levels.

Criteria

ESSENTIAL:

- Tertiary qualifications in Health or a related discipline with a Respiratory background
- Ability to carry out internet searches to find educational resources
- Proven self-motivation, organization skills and ability to work in a professional manner without direct daily supervision
- Excellent verbal and written communication skills, including experience in the preparation of complex projects/programs and reports
- Ability to meet predetermined targets and deadlines, demonstrating flexibility and adapting work practices to suit circumstances
- Demonstrated ability to work collaboratively and productively across multiple work groups
- Excellent skills in extracting information from the internet and other sources as well as data mining, data evaluation.

DESIRABLE:

- Experience working in respiratory related projects with developing education, training or knowledge translation plans
- Experience with developing educational resources and programs.

Key Accountabilities	Key Performance Indicators
Identify existing knowledge, skills, resources, educational and training materials in respiratory, sleep and environmental and occupational health.	Identifies and accurately records existing knowledge, skills, resources, educational and training materials in respiratory, sleep and environmental and occupational health.
Identify gaps, both overall and at certain locations and settings of the SPHERE partners	Identifies and documents the gaps within existing knowledge across Respiratory Sleep Education and Occupational Health
Take part in the development of education and training materials, evaluating and curating these materials that meets the RSEOH Education and Training Vision for the one-stop shop resource website	Provides monthly reports demonstrating project completion update
Develop a thorough understanding of relevant resources available in respiratory, sleep and environmental and occupational health (e.g. library materials, Internet databases, discussion with subject matter experts, hospital and university training) as well as curate and grade these resources using a variety of methods and liaising with the expert panel.	<ul style="list-style-type: none"> ▪ Provides monthly reports of project updates. ▪ Resources identified are curated appropriately to career and competency levels ▪ Resources are available and accessible on the RSEOH website
Maintain education and training materials, research and evaluation documentation, literature, forms, data and databases in a manner that is secure.	Reports on security and confidentiality of documentation and data
Comply with relevant State and Federal Privacy Legislation for the access, use, handling and storage of health data.	<ul style="list-style-type: none"> ▪ Adheres to legislative requirements ▪ Complies with legislative requirements regarding access and reporting

<p>Understand and uphold WHS requirements and responsibilities.</p>	<ul style="list-style-type: none"> ▪ Complies with the Institute’s WH&S Statement and WH&S Policy and Procedures ▪ Is always mindful of workplace safety as it pertains to self. ▪ Reports accidents within 24 hours ▪ Makes proper use of relevant safety equipment ▪ Attends training programs as directed.
<p>Work as an Institute team member.</p>	<ul style="list-style-type: none"> ▪ Is an effective team member. ▪ Attends Institute staff meetings and, where applicable, shares information available at these meetings with unit staff. ▪ Complies with Ingham Institute Code of Conduct. ▪ Contributes to the research culture at Ingham Institute. ▪ Participates in Ingham Institute supporting activities.