# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Research Projects Officer – Health Services and Aged Care Clinical Trial |
| Job Reference | 70331 |
| Tenure | Specified Term of 3 years  Part-time 0.8 FTE |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane, QLD |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Project Manage/lead |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Dr Mohan Karunanithi via email [mohan.karunanithi@csiro.au](mailto:mohan.karunanithi@csiro.au) or phone: 07 3253 3623 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

Research Projects staff in CSIRO collaborate in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work.

### The role of the Research Project Officer (RPO) is to oversee and coordinate clinical research trials with health/aged care service providers. The RPO will recruit for the research project; conduct surveys; liaise with key care service providers, trial participants, and research project staff on activities according to research trial protocol.

### Duties and Key Result Areas:

* Liaise directly with trial participants who are supported by aged care services.
* Administer research surveys and assessment tools against project schedule.
* Follow up with participants to ensure continued participation in project.
* Troubleshoot any issues with participants and trial intervention.
* Maintain effective working relationships with third-party research collaborators.
* Encourage active participant engagement with technology.
* Provide introductory technical training on research platform deployment.
* Provide training on the technology and its use according to intervention and protocol of the research trial.
* Maintain trial data collection and documentation and work to project schedule.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## **Selection Criteria**

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

#### Essential

1. A tertiary qualification in nursing or allied health, or equivalent work experience in health services or aged care.
2. Experience coordinating clinical research project activities, in particular working in, or with, Aged, Community, and Health Care services.
3. Excellent oral and written communication skills, with the ability to motivate staff to support the work of the trial.
4. Excellent organisational skills, with the ability to work proactively and independently to coordinate multiple project deliverables and demands to achieve targets.
5. Competent level of computer skills, e.g. in Microsoft Office or equivalent.
6. Commitment to continuous quality improvement and to maintaining quality outputs.

## **Desirable:**

1. A basic understanding of Internet of Things and remote monitoring.
2. Experience in working with diverse groups/individuals including Aboriginal and/or Torres Strait Islander, Australian South Sea Islander, Lesbian, Gay, Bisexual, Transgender and Intersex people, people with a disability and people from Culturally and Linguistically Diverse backgrounds.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* A current driver’s licence and possession of own transport in order to travel long distances during certain periods of the project.
* The willingness and ability to travel to remote and regional areas outside of normal working hours when required. This may include overnight trips on occasion.
* The ability and willingness to obtain and hold a yellow card.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Health and Biosecurity](https://www.csiro.au/en/Research/BF)