

# 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>	<b>RESEARCH PROJECT COORDINATOR (TETO) PROJECT</b>		
<b>Division:</b>	Brain & Behaviour	<b>Department:</b>	Health Promotion & Education Research Team		
<b>Position reports to: (role)</b>	Biostatistician and Project Leader				
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco				
<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 purpose of this role is to coordinate the <i>Talk Early Talk Often</i> (TETO) Project. This role is responsible for ensuring the project achieves the aim to develop and trial a sustainable intervention targeting parents of Yr7 students that will be delivered, together with a student curriculum, through metropolitan and regional WA schools.</p>					
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>					
<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	

<p><b>Project Management</b></p>	<p>40%</p>	<ul style="list-style-type: none"> <li>• Develop a project implementation plan</li> <li>• Develop a communication strategy for the project</li> <li>• Coordination of Ethics; school sector; service provider research applications and amendments</li> <li>• Oversee the design and implementation of online resources, curriculum content and support materials</li> <li>• Oversee the design and implementation of research instruments</li> <li>• Manage study data</li> <li>• Manage expenses, budgets and finance reports</li> <li>• Organise and participate in project meetings</li> <li>• Work closely with the project’s chief investigators</li> </ul>	<ul style="list-style-type: none"> <li>• Project timeline and communication strategy developed</li> <li>• Project stakeholders informed about project progress</li> <li>• Ethics and research applications submitted</li> <li>• Online resources developed and trialled</li> <li>• Research instruments developed</li> </ul>	<ul style="list-style-type: none"> <li>• Completed research tasks according to project timelines and requirements</li> <li>• Project stakeholders engaged in project implementation</li> <li>• All ethics approvals are current</li> <li>• Data managed according to HPER &amp; TKI procedures &amp; ethical guidelines</li> <li>• Project kept within budget</li> </ul>
<p><b>Research Activities</b></p>	<p>30%</p>	<ul style="list-style-type: none"> <li>• Contribute to the development of the intervention resources</li> <li>• Contribute to the design of the research instruments</li> <li>• Conduct basic statistical analyses</li> <li>• Contribute to peer-reviewed journal articles</li> </ul>	<ul style="list-style-type: none"> <li>• Online resources and research instruments developed</li> <li>• Results from basic analyses generated</li> <li>• Drafts of sections of research articles written</li> </ul>	<ul style="list-style-type: none"> <li>• Contributions to intervention and instrument development commiserate with research experience</li> <li>• Feedback from investigators</li> </ul>

<b>Relationship Management</b>	20%	<ul style="list-style-type: none"> <li>• Build and maintain strong relationships with project partners</li> <li>• Build and maintain involvement with key stakeholders</li> <li>• Assist with the management of collaborations with investigators, consumers and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Research partners engaged in intervention development and implementation</li> <li>• Consumer input informs study materials and intervention</li> <li>• Relationships and networks established</li> </ul>	<ul style="list-style-type: none"> <li>• Quality relationships achieved to facilitate engagement and progress study objectives</li> </ul>
<b>Knowledge Transfer</b>	10%	<ul style="list-style-type: none"> <li>• Assist with the preparation of presentations and in the writing of reports, articles and other documents</li> <li>• Support translating the research findings into practice and policy</li> </ul>	<ul style="list-style-type: none"> <li>• High quality, timely oral and written reports</li> <li>• Preparation of presentations as required</li> </ul>	<ul style="list-style-type: none"> <li>• Usefulness of reports for investigators, consumers and community stakeholders</li> </ul>
<b>ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:</b>				
<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role		<ul style="list-style-type: none"> <li>• PhD in Health Promotion or related field</li> </ul>		

<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated experience in child health promotion research project management</li> <li>• Demonstrated experience developing health promotion intervention materials</li> <li>• Demonstrated experience developing research instruments</li> <li>• Demonstrated experience coordinating community and other stakeholder groups</li> <li>• Demonstrated experience preparing ethics research applications</li> <li>• Demonstrated knowledge of research methodologies</li> <li>• Demonstrated ability to set goals, develop priorities and meet deadlines</li> <li>• Experience in working effectively as part of a multidisciplinary team</li> <li>• Data analysis (SPSS or Stata) and management skills</li> <li>• Experience in scientific paper preparation and submission</li> <li>• High-level written and oral communication skills</li> <li>• Able to work independently and meet deadlines</li> <li>• Working with children check prior to commencement will be mandatory</li> </ul>		
<b>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</b>			
<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>			
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Experience in budget management and fiscal accountability</li> </ul>		
<b>SCOPE:</b>			
<p><b>Financial accountability:</b> Does this role have accountability for a budget?</p>			
<p>No</p>			
<p><b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>None</p>	<p>No. of indirect reports</p>	<p>None</p>

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

Next level of supervision

Head, Health Promotion and Education Team

Immediate level of supervision

Biostatistician and Project Leader

Other roles reporting to immediate supervisor

		Research Project Coordinator			
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Direct reports (role x no.)

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

0.8 FTE, 1 Year contract