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| **Position Title** | Research Assistant/Officer Health Services Project | **Level** | IRA6-IRO1 |
| **Reports to (role)** | Senior Research Officer (Rachel Skoss) | | |
| **Team** | Health Promotion & Education Research & Translation | | |
| **Location** | Telethon Kids Institute, Perth Children’s Hospital | | |

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| **PURPOSE OF POSITION** |
| This position will be the key RA/RO role to support a project entitled ‘Health Services for People with Disability in Supported Accommodation’. The project seeks to improve health outcomes via improving health literacy and health information exchange, together with understanding how organisations support their clients to access health services. |

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| **KEY RESPONSIBILITIES** |

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| **Key Responsibilities** | **Tasks required to achieve Key Responsibilities** | **Measures** |
| Preparation and oversight of project administration, including ethics and governance processes | * Co-develop and implement a project management plan for delivery of project activities and deliverables. * Primary lead role in preparation of project ethics submission and amendments to UWA, development of project protocol’ * Monitor and report on the progress of the project and be able to recognise barriers and risks, and look for effective solutions * Manage expenses, budgets and finance reports | * Project management plan * Completion of protocol and successful completion of all ethics and governance requirements. * Completed research tasks according to project timelines and requirements. * Project kept within budget. |
| Instrument development, data collection and analysis. | * Lead role in drafting interview schedule for different stakeholder groups regarding health literacy. * Conduct qualitative interviews with key stakeholders. * Support investigators in analysis of qualitative data; support writing of manuscript of the results of this phase | * Schedule developed and signed off by steering group. * Interviews completed. * Satisfactory support role |
| Resource development | * Conduct desktop review of existing resources relevant to project * Modify/adapt/develop resource to suit partner organisations needs * Develop training for frontline staff in partner organisations | * Resources collected and assessed for use in project. * High-quality resource meets the needs of partner organisations. * Training module and relevant resources developed and piloted for quality improvement. |
| Communication and stakeholder management | * Coordinate working group, steering group and reference group meetings. * Liaise with partner organisations and other key stakeholders in government and peak agencies. * Working cohesively and collaboratively with others | * Meetings organised successfully. * Project meets the objectives of multiple stakeholders. * Team members are well informed about progress and outcomes of the project. |
| **Workplace**  **Safety** | * Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. * Identify and assess workplace hazards and apply hazard controls. * Report every workplace injury, illness or near miss, no matter how insignificant they seem. * Abide by Telethon Kids Institute policies and procedures. | * Responsibilities are embedded in work practices. * Hazards are effectively   managed or reported.   * Accidents and incidents are reported in a timely manner. * All applicable safety policies and procedures are sought, understood and implemented. |

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| **ESSENTIAL CRITERIA** |

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| **Qualifications:**  *(what are the minimum educational, technical or*  *professional qualifications required to perform the role)* | * Completion of tertiary degree in relevant area * Satisfactory police check * Right to work in Australia |
| **Essential Skills, Knowledge & Experience:** | * High level of interpersonal, verbal and written communication skills including experience in resource development * Demonstrated experience in qualitative research methodologies * Demonstrated ability to work within a team, and independently. * Time management and timeline management skills to ensure milestones, deliverables, and key performance indicators are achieved. * Strong computer skills using Microsoft Office and data management programs. * Demonstrated experience of successful development of ethics and governance documentation. * Demonstrated experience in research project administration and oversight. * Demonstrated experience of successful stakeholder engagement, including government, industry and vulnerable consumer groups. |

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| **DIRECT REPORTS**  *List by job title any positions to be supervised by this role* | No direct reports |

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| **Approved by:** | *Signature of the person with the authority to approve the job description and job title* |  |
| **Date approved:** | *Date upon which the job*  *description was approved* |  |
| **Reviewed by P&C:** | *Date when the job description was last reviewed by People & Culture* |  |

