**POSITION DESCRIPTION**

**Professional Staff**

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| **Position title** | Project Officer – HMRI Infection Research Program |
| **HEW Level** | 5.1 |
| **School / Unit** | School of Medicine and Public Health |
| **College / Division** | College of Health and Wellbeing |
| **Reports to** | Prof Josh Davis (Program lead), Dr Natalie Niessen (Program Manager) |
| **Direct reports** |  |
| **Indirect reports** | Prof Frances Kay-Lambkin, HMRI director |
| **Contract type**  | Fixed Term (12 months) / part time (0.6 FTE) |

**ROLE DESCRIPTION**

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| The Project Officer will join the Infection Research Program at Hunter Medical Research Institute and work in collaboration with the FluTracking Australia Team (Wallsend) and the Doherty Institute (University of Melbourne). The successful candidate will be responsible for the smooth workflow of the PREVENT study, a respiratory surveillance trial. This role requires strong administrative skills. Common tasks include: * Being the primary contact person for participants
* Submitting materials to the Human Research Ethics Committee (HREC)
* Supplying participants with study materials
* Data collection and management
* Creating reports
* Overseeing study timeline and budgets (communication with stakeholders)

This role is based at HMRI with regular visits to Wallsend. Commencement of this role will be as soon as possible.  |

**OVERVIEW OF THE UNIVERSITY, COLLEGE/DIVISION AND SCHOOL/UNIT AND POSITION CONTEXT**

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| The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, [the University of Newcastle’s *Looking Ahead* Strategic Plan 2020-2025](https://www.newcastle.edu.au/strategic-plan) outlines the University’s commitment to delivering an exceptional student experience and serving our communities.The School of Medicine and Public Health sits within the College of Health and Wellbeing, and its main roles are teaching and research in the fields of clinical medicine and public health. The Hunter Medical Research Institute (HMRI) is a partnership between the University of Newcastle, Hunter New England Health and the community. Within HMRI, there are 17 research programs. The Infection Research Program is one of the several new clinical research programs launched in 2022. Its vision is to reduce the impact of infectious diseases on human health by addressing important evidence gaps in the diagnosis, prevention, and management of infections.The infection research program currently has three key themes: i) Severe bacterial infections (including Staphylococcal blood stream infection, severe sepsis and bone/joint infections); ii) Infection prevention and control; and iii) Pandemic preparedness. Much of the research is focussed on clinical trials, but there will also be observational, epidemiological and laboratory research projects. The position will be physically based in the HMRI building, nestled in bushland on the John Hunter Hospital campus in Newcastle.  |

**ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES**

*Areas of accountability listed in approximate order of importance and time**commitment*

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| **Areas of accountability** | **Core responsibilities and typical activities** | **Measures of performance** |
| Care of study participants | * Supplying participants with study materials
* Being the primary contact person for participants
* Creating and distributing weekly reports
 | \* Participant satisfaction |
| Study administrative tasks | * Data collection and management
* Regulatory submissions
* Arrange and attend investigator meetings (both regular and ad hoc), present/discuss study progress
* Coordinate workflow with team members (program lead, program manager, laboratory research officer)
 | \* Collected data\* Communication between investigators |
| Financial coordination | * Maintain up to date budgets (study related)
* Ensure expenditures as per approved budgets
 | \* Timely reporting of budgets |

**POSITION CHARACTERISTICS**

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| Organisational knowledge | Required to possess or be willing to develop a strong working knowledge of the policies and processes of the University of Newcastle, the School of Medicine and Public Health and the Hunter Medical Research Institute  |
| Professional / industry knowledge | Familiar with Health and Medical Research, high-level research administration, and project management.Appropriate clinical knowledge to be consulted by participants. Knowledge of research and clinical terminology. |
| Level of supervision / independence | Works under the supervision of the program lead and the program manager. Ability to work independently and as part of a team of researchers and clinical staff. |
| Problem solving and judgement | Needs good problem-solving skills and the ability to think critically and originally.  |
| Key relationships (internal and external) and immediate team | **Immediate team:**Program lead, program leadership group (4-6 researchers).**External relationships:**Other HMRI staff. John Hunter Hospital Infectious Diseases Research program staff. FluTracking team and co-investigators of the Doherty Institute. |
| Challenges | Manage competing priorities and complete tasks in a time efficient manner. Create efficient workflows to run the study. The Infection Research Program is a new group, meaning the role is both a challenge and an exciting opportunity to help shape the program’s activities, relationships, and outputs. |
| Special characteristics | N/A |
| WWC check required | No |
| Criminal record check required | No |
| Entrusted role check | No |
| Delegated authority required | No |

**EXPECTED BEHAVIOURS**

The role is expected to display personal qualities and behaviours consistent with Middle Leaders Level as outlined in the Leadership Framework.

The University of Newcastle Leadership framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

**INHERENT REQUIREMENTS**

This Position Description outlines the major accountabilities/responsibilities and the essential criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

* Perform the essential duties and functional requirements of the job.
* Meet the productivity and quality requirements of the position.
* Work effectively in the team or other type of work organisation concerned.
* Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

**ESSENTIAL CRITERIA**

1. Current or previous study or experience in a health-related field
2. Excellent written and spoken English
3. Demonstrated ability to work to timeframes, meet deadlines, and prioritise effectively
4. Demonstrated ability to be organised and goal-oriented
5. Proficiency at using common software packages including Microsoft Outlook, Word, Excel, and PowerPoint
6. Outstanding communication and interpersonal skills including the capacity to build relationships and an inter-disciplinary way of working.
7. Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

**DESIRABLE CRITERIA**

1. University degree or equivalent relevant to health, science, or related disciplines
2. Experience in data management including data entry, creating reports, and cleaning data

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| **Date PD last reviewed:**  | 31/01/2023 |