

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: SENIOR RESEARCH OFFICER CHILD DISABILITY RARE DISEASES PROGRAM		
Research Focus Area:	Brain and Behaviour	Team:	Child Disability	
Position reports to: (role)	Head, Child Disability			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
Oversee the governance, collection and management of and outputs from data relating to two innovative rare disease databases in conjunction with the co-heads of the Child Disability program				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Project Management	45%	<ul style="list-style-type: none"> • Develop an implementation plan for administration of next waves of InterRett and CDKL5 follow-up questionnaires • Oversee the completion of the questionnaire instruments and web capture systems • Management of the ethics process (applications, reporting and compliance) and approvals • Oversee the administration of questionnaires and implementation of follow up strategies 	<ul style="list-style-type: none"> • Project plan timeline in place • Questionnaires prepared for administration in a timely manner • Ethics approvals or amendments obtained in timely manner • Questionnaires administered and completed within the appropriate timeline 	<ul style="list-style-type: none"> • Documentation of meetings, agenda and decisions made • Timely administration of questionnaires • Response fractions
Relationship Management	15%	<ul style="list-style-type: none"> • Work collaboratively with all members of the Child Disability team • Build and maintain consumer involvement in the questionnaire development • Assist with the management of collaborations with investigators, consumers and stakeholders 	<ul style="list-style-type: none"> • Contribution to the working environment of the team • Relationships and networks established • Consumer involvement 	<ul style="list-style-type: none"> • Quality relationships achieved to progress project model
Research	25%	<ul style="list-style-type: none"> • Undertake or supervise the cleaning, coding and management of the data in preparation for analysis • Undertake analysis of data in collaboration with other team members. • Draft publications in collaboration with Child Disability heads 	<ul style="list-style-type: none"> • Ensure high quality data management • High quality statistical analysis completed and outputs generated • Timely output of publications 	<ul style="list-style-type: none"> • Documentation of data cleaning and decision rules.
Leadership	5%	<ul style="list-style-type: none"> • Work collaboratively to promote and build the reputation of the research group within the wider community, amongst stakeholders and researchers • Participate and contribute to group meetings, strategic planning processes and cross focus area opportunities 	<ul style="list-style-type: none"> • Active and effective group member 	<ul style="list-style-type: none"> • Acknowledged as working collaboratively and effectively

Translation	10%	<ul style="list-style-type: none"> Assist with the preparation of presentations and workshops, and in the writing of reports, articles and other documents Support translating the research findings into practice and policy 	<ul style="list-style-type: none"> High quality, timely oral and written reports 	<ul style="list-style-type: none"> Usefulness of reports for investigators, consumers and community stakeholders
-------------	-----	---	---	---

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- PhD or Masters Degree in health sciences/clinical discipline or equivalent.

Skills, Knowledge & Experience:

- Highly developed interpersonal verbal and written communication skills, including demonstrated ability to work with families of children with a severe disability
- Demonstrated experience in building relationships and working collaboratively with families and/or clinical/research teams across multiple projects or sites
- Ability to set goals, manage multiple priorities, take initiative, work independently as well as collaboratively as part of a dynamic group
- Ability to build community and other stakeholder engagement
- Strong analytical abilities and practical experience in quantitative data analysis.
- Experience with data management and statistical analysis.
- Proven track record as author on peer reviewed publications

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- Flexibility in working with an international study participant group some of whom may not speak English.
- Speaks languages other than English
- Experience in the use of Stata

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No

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

Next level of supervision

Program Head

Immediate level of supervision

Head, Child Disability

Other roles reporting to immediate supervisor

Senior Research Officer

Direct reports (role x no.)

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