JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described			
POSITION DETAILS:	**Position Title:**	**BIOSTATISTICIAN**		
Division:	Infection & Vaccines		**Department:**	Infectious Disease Implementation Research
Position reports to: (role)	Program Manager			
Location: *include all possible locations*	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**

This role will provide support to the senior biostatistician through:

- Carrying out analysis (data handling, modelling, reporting etc.) on implementation research team projects
- Providing study design advice and/or grant writing support to researchers in the Infectious Disease Implementation Research team
- Contributing, where applicable, to research support activities (ethics applications, training, resource management)

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*				
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
Conducting statistical analysis	50	• Understand the research question, data available, and the analysis plan, followed by conducting statistical analysis for research projects, in collaboration researchers; • Prepare clear summaries of analysis results, including the preparation of results materials for publication, in collaboration with researchers.	• High quality statistical analysis and report writing; • Data managed in compliance with Telethon Kids Institute custodian policies and relevant legislation.	• Publications (presentations, manuscripts, reports etc.); • Positive feedback received from researchers who have engaged with biostatistical support.

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Statistical guidance and support	30	• Liaise with researchers to provide statistical / study design support for research projects; • Guide analysis and assist with the interpretation of results by researchers carrying out their own analysis; • Contribute to the preparation of research proposals, grant, and ethics applications.	• Studies appropriately designed to address research questions posed; • High quality manuscripts suitable for publication; • High quality ethics and grant proposals with optimal funding; • Timely statistical assistance provided to researchers.	• Publications (presentations, manuscripts, reports etc.); • Compliance with data security policies and procedures; • Researchers receive support in a timely manner; • Applications successfully passed through ethics.
Grant application support	10	• Contribute to the preparation of research proposals for submission to external funding bodies. Act as named investigator where appropriate	• High quality grant proposals with optimal funding	• Success in securing funding or, where unsuccessful, positive assessment of statistical aspects of proposals

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Other duties	10	• Other duties as required		• Feedback from Senior Biostatistician and Team Leader

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Undergraduate degree majoring in statistics or other relevant discipline or equivalent experience
Skills, Knowledge & Experience:	• Experience in statistical analyses, interpretation and presentation of complex and/or large datasets of health data • Experience with statistical software packages (preferably R) for the manipulation and analysis of data • Ability to work in a team environment • Good time and project management skills and ability to take responsibility for own work • Demonstrated ability to pay attention to detail and ensure work is of high quality • Willingness to learn new technologies and techniques

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:			
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Postgraduate qualifications or significant experience in applying statistics to health, medical, or biological studies		
Skills, Knowledge & Experience:	• Experience with clinical trials research • Experience with Bayesian statistical methods, including for modelling hierarchical/longitudinal data • Familiarity with modern classification techniques or any form of machine learning • Familiarity with the principals and/or implementation of reproducible research and/or data science • GCP or clinical trials accreditation/qualification		
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			
No. of direct reports	0	No. of indirect reports	0

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

Next level of supervision			Team Leader			
Immediate level of supervision			Business Manager			
Other roles reporting to immediate supervisor		Senior Biostatistician	Biostatistician	Data Manager	Support Officer	Communications Officer
Direct reports (role x no.)						

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