

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	RESEARCH OFFICER – ABORIGINAL LUNG HEALTH		
Division:	Clinical Sciences	Department:	Children’s Lung Health	
Position reports to: (role)	Head of Children’s Lung Health, Telethon Kids Institute			
Location: <i>include all possible locations</i>	100 Roberts Road and Princess Margaret Hospital			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The purpose of this role is to ensure high level research in the areas of lung structure and function to improve the lung health of children and families with a particular focus on Aboriginal lung health				
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

<p>Research</p>	<p>70</p>	<ul style="list-style-type: none"> • Support and undertake the design of studies to investigate lung function and respiratory health of children and families • Prepare and assist grant and ethics applications and follow-up reports for clinical studies • Design and manage participant recruitment procedures • Set up and maintain equipment • Manage data collection and ensure data integrity • Efficient design and management of database • Interpretation of data in line with the current literature • Perform high-quality statistical analysis in conjunction with statistical support • Identify and explore new research questions in Aboriginal lung health • Participate in the peer review process of original research findings 	<ul style="list-style-type: none"> • Ensure high quality data is obtained from appropriately designed experiments • Seek and secure funding for grants and conferences • Provide the framework to undertake ethical research • Recruitment procedures ensure high recruitment rates • Provide accurate and robust data to address study hypotheses • Maintain high level of research and health care in paediatric respiratory physiology 	<ul style="list-style-type: none"> • Timeliness of grant and ethics applications and reports • Number of grant submission, success rate and value • Maintenance of ethics approval • Recruitment rates in allocated time frame • Equipment in good working order • Data and analysis are of the highest quality • Ease of access of database
<p>Knowledge Transfer/ Research Output</p>	<p>15</p>	<ul style="list-style-type: none"> • Disseminate research findings through high impact peer-reviewed publications and conference abstracts/proceedings • Participate in the formulation of new guidelines for the collection and analysis of lung function techniques • Support the translation of research findings to practice and policy • Engage in consumer participation • Build networks with other researchers, health care providers and policy makers working in related areas 	<ul style="list-style-type: none"> • Publication of high impact manuscripts • Active local, national and international conference, seminar and workshop participation • Form networks and collaborations 	<ul style="list-style-type: none"> • Number and quality of published articles and conference presentations • Impact factor/ Citation counts of published articles • Integration of new guidelines and protocols in relevant health network areas

Teaching, Leadership and Team Membership	10	<ul style="list-style-type: none"> Propose research projects for postgraduate students Supervise and mentor staff and students (higher degree and honours) Contribute to teaching of respiratory medicine Lead and maintain a harmonious research team Provide regular performance feedback and conduct performance reviews 	<ul style="list-style-type: none"> Provide mentorship and training in respiratory medicine Foster a positive and productive team environment Ensure the learning, development and growth of staff and students 	<ul style="list-style-type: none"> Harmonious and motivated work environment Feedback from team members and collaborators Quality of performance reviews conducted
Administration	5	<ul style="list-style-type: none"> Generate and maintain standard operating procedures Organise and participate in team meetings Manage expenses, budgets and finance reports Active participation in working groups and committees 	<ul style="list-style-type: none"> Facilitate and maintain effective team organisation and communication Contribute to the operation of the wider working environment 	<ul style="list-style-type: none"> Relevance of standard operating procedures Keep projects within budget Timeliness to complete administrative duties

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- PhD, Masters by research or equivalent in area relevant to respiratory physiology/medicine

Skills, Knowledge & Experience:

- Academic expertise in respiratory health
- Demonstrated significant experience in respiratory physiology understanding and assessment
- Strong interest and/or experience in working with Aboriginal families and communities
- High-level written and oral communication skills
- Demonstrated ability to set goals, develop priorities and meet deadlines
- Ability to set goals, develop priorities and meet deadlines
- Experience in scientific paper preparation and submission such as grants and ethics applications
- Demonstrated capacity to work with children of all ages
- Proven supervisory skills
- Experience in working effectively as part of a multidisciplinary team
- Working with Children check prior to commencement will be mandatory

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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

Skills, Knowledge & Experience:

- Emerging track record in a relevant field of research including publications in peer-reviewed journals
- Database creation and management
- Experience with statistics
- Capacity to supervise higher research degree students

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- Yes

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

0

No. of indirect reports

0Offci

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

Next level of supervision

Director

Immediate level of supervision

Head
Children's Lung Health
Telethon Kids

Other roles reporting to immediate supervisor

	Research Officer	Research Officer	Research Officer	Senior Research Officer	
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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?

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