

POSITION DESCRIPTION



Research Project Coordinator

POSITION DETAILS

Position Title	Research Project Coordinator – Justice in Healthcare
Classification	HEW 7
Position Number	
School/Office	Translational Health Research Institute
Division	Provost

POSITION PURPOSE

The Research Project Coordinator will work with an experienced team of researchers on the study: 'Justice in Healthcare: Whole person multidisciplinary primary care for Aboriginal and Torres Strait Islander people who are in prison'.

The Research Project Coordinator will manage all stages of the research from information gathering to evaluation and resource development and dissemination. The role coordinates stakeholder meetings, activities related to Aboriginal Medical Service and prison health service partnerships, and the steering committee. The role provides supervision and support to the Research Officer and Aboriginal Health Practitioners engaged in the project.

KEY ACCOUNTABILITIES

1. Coordinate research project across the university, prison and Aboriginal community settings.
2. Establish and maintain appropriate research governance structures and processes.
3. Develop strategies for the coordination of research projects, including project management of projects undertaken by the General Practice Unit.
4. Liaise with current and potential stakeholders and research participants as required.
5. Assist in research activities including (but not limited to) development of research tools including codesign activities, participant surveys, clinical audit materials, recruitment, data collection and entry, data analysis.
6. Create and maintain databases including for financial tracking.
7. Prepare research applications made to government and non-government research-funding agencies, and assist with other projects and document preparation.
8. Other duties, commensurate with the level of this position, as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Degree qualification in health, public health, research, or a related discipline, with extensive relevant experience in research project coordination and management.
2. Demonstrated experience coordinating complex research projects, including planning, implementation, governance, stakeholder engagement and reporting across multiple settings and partners.
3. Experience working in Aboriginal and Torres Strait Islander health, research, or community engagement environments, with an understanding of culturally appropriate approaches and partnerships.
4. Highly developed written and verbal communication skills, including the ability to prepare research documentation, reports, funding applications and stakeholder communications.
5. Demonstrated ability to build and maintain effective relationships with a broad range of stakeholders, including health services, community organisations, government agencies and research partners.
6. Strong organisational, analytical and project management skills, including the ability to manage competing priorities, maintain accurate records and databases, and meet deadlines in a complex research environment.

KEY RELATIONSHIPS

- **This position reports to:** Chair of General Practice
- **This position supervises:** 1 x Research Officer and 1 x Research Assistant
- **Key internal relationships:**
 - Professor of General Practice
 - School of Medicine General Practice Unit staff
 - Manager, Translational Health Research Institute
 - Research Income Team
- **Key external relationships:**
 - Research project stakeholders and partners
 - Project participants including people in prison
 - Justice Health and Forensic Mental Health Network Staff
 - Aboriginal community-controlled health service partners
 - NSW Ministry of Health

CHALLENGES

- Exercising judgement and making decisions within established University policies, procedures and research governance requirements.
- Working effectively with stakeholders across correctional health settings and Aboriginal community-controlled health services.
- Prioritising work to meet tight deadlines.
- Collecting, managing and interpreting sensitive information while ensuring compliance with ethical, privacy and research governance requirements.
- Working with a wide range of stakeholders and academic partners and negotiating acceptable approaches and outcomes if there are differing requirements.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner

Date: 2 September 2026