

# POSITION DESCRIPTION



## Research Officer



### POSITION DETAILS

|                        |                                 |
|------------------------|---------------------------------|
| <b>Position Title</b>  | Research Officer                |
| <b>Classification</b>  | HEW 6                           |
| <b>Position Number</b> | 7016362                         |
| <b>School/Office</b>   | School of Nursing and Midwifery |
| <b>Division</b>        | Provost                         |

### POSITION PURPOSE

The Research Officer is a conjoint appointment between WSU and Nepean Blue Mountains Local Health District (NBMLHD) and will primarily be responsible for providing high level support in all phases of the research process. They will provide a high level and efficient support services, undertaking various tasks as requested by the Director Centre of Nursing and Midwifery Research (CNMR) and the Professor of Midwifery, including administration, statistical and research methodology support. The Research Officer will be required to support and contribute to CNMR led projects that support the goals of the centre.

The aim of the Centre is to promote nursing research and practice development in NBMLHD. It encourages collaborative research through the secondment of Clinical Nurse Consultants and conducts education sessions with nurses in the district. The major focus of research is the patient/client, nursing and midwifery roles and workforce issues.

The position is based at Nepean Hospital but will require travel to other campuses of the health district or university.

### KEY ACCOUNTABILITIES

1. Under the direction of the Director CNMR & the Professor of Midwifery the Research Officer would be expected to:
  - prepare materials for grant applications, reports and publications;
  - compile information on key stakeholders such as funding agencies & publishers;
  - communicate with research participants and key stakeholders;
  - perform data entry & analysis;
  - conduct literature searches and reviews;
  - organise and conduct data collection activities;
  - transcribe interview data and initial data coding;
  - analyse qualitative and/or statistical research data and report on same;
  - prepare and proof read journal articles for publication.

2. Utilise software packages including Microsoft Office (Word, Excel, Access, PowerPoint and Publisher), Endnote and Adobe Acrobat Professional to prepare a range of documents relating to the activities of the Centre, including routine correspondence, research related reports (complex formatting), papers for presentation and / or publication, slides / overheads for presentations, proposals and grant applications.
3. Maintain and monitor financial affairs for research projects including preparing financial reports
4. Provide efficient and effective administrative support to the Centre
5. Initiate draft correspondence and coordinate the completion of newsletters and Annual Research Reports and other resource documents.
6. Provide assistance in the promotion of the CNMR and the University.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualification (preferably a PhD or enrolled in a PhD) with substantial progress towards completion in a health-related discipline, with substantial experience as a research officer working in a tertiary or health institution.
2. Current Working With Children Check (WWCC) and National Police Check (NPC), or the ability to obtain and maintain these clearances, in accordance with University requirements.
3. Proven excellent oral, interpersonal and negotiation skills with the ability to work as a member of a team and with a wide range of people and interests as well as the ability to confidently represent and promote the Centre to internal and external partners.
4. Demonstrated high level of written communications skills, including proofreading and drafting skills in relation to writing grant applications, ethics applications, literature reviews, journal articles, research reports and promotional materials.
5. Demonstrated computer literacy, and an understanding of software programs such as Endnote (or other bibliographic software), SPSS and Nvivo, and skills in software programs such as Microsoft Word, Access, Excel and PowerPoint.
6. Demonstrated experience undertaking both quantitative and qualitative data collection and analysis.
7. Demonstrated organisational, administrative, small event and time management skills (including the capacity to pay attention to detail and multi-task) with the proven ability to research issues and undertake complex project management, work collaboratively as a team member or independently as required, establish priorities, reassess and renegotiate priorities with other team members and meet deadlines.

## KEY RELATIONSHIPS

- **This position reports to:** Director, Centre of Nursing and Midwifery Research (CNMR)
- **Key internal relationships:**
  - Director, Centre of Nursing and Midwifery Research (CNMR)
  - Professor of Midwifery (CNMR)
- **Key external relationships:**
  - Nepean Blue Mountains Local Health District (management and staff)

## CHALLENGES

- Supporting and managing the day to day operations of the centre and multiple research projects
- Navigating competing priorities across multiple stakeholder groups while maintaining service quality and meeting deadlines.
- Showing initiative and judgement in the management of role and interaction with Local Health District staff.

## 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.

As a conjoint employee, the relevant policies and procedures of Nepean Blue Mountain Health District

**Approved by: People and Culture Partner (Faculty of Health)**

**Date: 7 July 2026**