



## Position Description

**POSITION TITLE:** Research Fellow Pregnancy and Newborn Health  
**LOCATION:** SAHMRI Women and Kids Theme Locations  
**REPORTS TO:** Program Lead of Pregnancy Newborn Health  
**DEPARTMENT:** SAHMRI Women and Kids

### PURPOSE AND SCOPE OF THE POSITION

SAHMRI is located on the lands of the Kaurna people who are the traditional custodians of Adelaide and the greater Adelaide region. SAHMRI works with traditional custodians across South Australia, Australia, and the globe. The SAHMRI Women and Kids (SW&Ks) Theme, brings together researchers, clinicians, community members and service providers to facilitate community driven, culturally respectful research to benefit families across Australia.

Within this theme, the Pregnancy and Newborn Health (PNH) Program conducts research to improve the health and wellbeing of women, babies, and families. Our work spans clinical trials, implementation projects, and research translation. This includes real-world application of evidence through programs such as the Omega-3 Test-and-Treat Program (O3TTP), a precision public health initiative aiming to reduce preterm birth.

Reporting to the Program Lead, this position will provide academic and project management support to advance these research activities. The role will work closely with other SW&Ks and SAHMRI staff and interact with external stakeholders including study participants, consumers, health professionals, industry/industry bodies, internal and external investigators, study researchers and clinical staff.

This is a broad role spans coordination of clinical trials and implementation projects, academic writing, and research development - supporting high-quality delivery of the program's work in line with relevant regulations and guidelines.

### KEY PERFORMANCE INDICATORS

- **Deliver High-Quality Research Outputs:** Lead the development of impactful publications, grant applications, study protocols, and ethics submissions that reflect research excellence.
- **Lead and Manage Research Projects:** Oversee the coordination and execution of PNH studies, ensuring timely delivery of milestones in accordance with protocols, Good Clinical Practice (GCP), and ethics requirements.
- **Support Strategic Research Operations:** Contribute to the leadership and effective coordination of PNH research activities, including project planning, electronic data capture system development and maintenance, biospecimen workflows, budget oversight, and broader operational support.
- **Foster Team Excellence:** Provide guidance and mentorship to research staff, including Clinical Trial Coordinators, Research Assistants, and students, cultivating a collaborative, high-performing team environment.
- **Strengthen Stakeholder Relationships:** Build and maintain respectful, productive partnerships with collaborators, study participants, health professionals, and key stakeholders.
- **Model Initiative and Adaptability:** Demonstrate a proactive, flexible approach to evolving research priorities, timelines, and challenges, while maintaining a strong work ethic.



## KEY RESPONSIBILITIES

The specific duties include:

### Academic Support

- Lead and/or contribute to manuscripts aligned with the priorities of the Pregnancy and Newborn Health program, including preparation, conceptual development, writing, critical revision, formatting, referencing, submission, and responding to reviewer and co-author feedback.
- Lead and/or contribute to the preparation of high-quality research outputs, including conference abstracts, reports, and presentations.
- Represent the Pregnancy and Newborn Health program and the SW&Ks Theme through presentations and engagement at internal and external meetings, conferences, and events.
- Lead and/or contribute to the development and submission of competitive grant applications, including fellowships.
- Lead and/or contribute to the formal and/or informal supervision of research students, volunteers, internships and placements.
- Maintain regular, effective communication and build productive relationships with a broad network of stakeholders, including investigators, researchers, health professionals, clinical staff, consumers, and participants.
- Work closely with the Program Lead to contribute to research team operations, including resource planning, documentation, and budgeting.

### Project Coordination / Support

- Support the delivery of the Omega-3 Test-and-Treat Program (O3TTP) under the guidance of the Program Lead, contributing to implementation planning, stakeholder engagement, and integration of evidence into clinical practice.
- Support the planning, setup, and day-to-day coordination of clinical studies, including implementation of study protocols, training, and site engagement, ensuring high-quality conduct in line with GCP, ethics approvals, study timelines, and institutional policies.
- Oversee operational aspects of ongoing studies, including timeline coordination, milestone tracking, and serving as a primary point of contact for investigators, partners, and stakeholders.
- Prepare high-quality research documentation, including Study Protocols, Case Report Forms and Standard Operating Procedures for investigator review.
- Coordinate HREC submissions and amendments, ensuring all study activities are conducted in compliance with relevant ethical and regulatory requirements.
- Support or manage scheduling and documentation for project meetings, including agendas, minutes, and action tracking.
- Provide high-level executive support to the project steering committee, working groups, and other governance meetings, ensuring timely communication and follow-up on key actions.
- Provide guidance and informal mentorship to research assistants and junior staff to build team capability and support project delivery.
- Conduct all aspects SWK research in accordance with ICH GCP guidelines and the study protocol.

### Overall

- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations, and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.



## SPECIAL REQUIREMENTS

- Primarily located at Women's and Children's Hospital, with some travel required between the hospital and SAHMRI sites including SAHMRI North Terrace.
- Some out of hours work and/or travel (such as for conference attendance) may be required.
- DCSI WWCC Employment Screening is required.
- SAHMRI is required to implement the Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy for SAHMRI employees carrying out work in any SA Health Facility.
  - Immunisation Risk for this position is - Category B

# Person Specification

## QUALIFICATIONS

- PhD (conferred or awarded).

## EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated academic writing ability, including first-author publications, with capacity to lead and deliver high-quality research outputs under tight deadlines.
- Ability to contribute to the intellectual direction of a research program, including identifying opportunities for analysis, publication, and future research questions.
- Ability to provide formal and informal leadership across complex projects and willingness to contribute to the supervision and mentoring of students.
- Strong critical thinking, analytical, and problem-solving skills.
- Proficient in Microsoft Office (Word, PowerPoint) and EndNote for manuscript preparation and presentations.
- Experience leading or coordinating clinical research projects and/or teams, with the ability to support team members to meet milestones.
- Proven experience conducting clinical research, ideally involving women, children, and/or infants.
- Demonstrated skills in project management including project planning and execution, monitoring and reporting, achieving milestones and managing relationships.
- Excellent organisational and time management skills, with the ability to manage competing deadlines and allocate resources effectively.
- Experience in preparing and submitting ethics and governance applications.
- Excellent interpersonal and communication skills, including the ability to build and maintain productive relationships with diverse stakeholders (e.g. health professionals, consumers).
- Confident in developing professional documentation and delivering clear written and verbal presentations.
- Knowledge of the Australian health and hospital systems and experience working in a clinical environment, with a strong understanding of confidentiality and privacy requirements.
- Familiarity with Good Clinical Practice (GCP) principles.
- Ability to demonstrate flexibility and adaptability in the workplace, including the ability to deal with emerging issues in a timely manner.
- Ability to work independently as appropriate.



- Demonstrates enthusiasm and integrity, with a caring, empathetic, and positive approach.
- Ability to work within a team environment whilst setting personal targets to achieve required results.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People.
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun

## LICENCES

- Current Driver's Licence