



Job Description

POSITION TITLE :	Senior Project Officer
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Executive Officer and Head of Research Strategy and Operations
DEPARTMENT:	Research Office

PURPOSE AND SCOPE OF THE POSITION

- Support SAHMRI and its researchers in the development and successful submission of applications to various funding bodies.
- Contribute to the development and promotion of effective research policies, procedures, systems and services, including research integrity and research governance.
- Support the ongoing operation of SAHMRI's Research Management database, including documenting research performance.
- Contribute to the highest level of Research Office operations.

Reporting to the Executive Officer and Head, Research Strategy and Operations, this position will also work closely with the researchers at SAHMRI. The role will also interact with a range of external stakeholders including representatives from the Adelaide University, Flinders University, SA Health and other Government Departments and other key stakeholders as required.

There are no direct reports for this role.

KEY RESPONSIBILITIES

The specific duties include:

- Support researchers in the preparation of research grant applications, including the review and evaluation of grant applications for scientific quality and compliance (including budget), provision of critical feedback for strategic fit against funding guidelines, assessment criteria and scheme objectives.
- Assist in the development of and implementation of research management strategies, policies and plans that are congruent with the Institute's strategic plan, evaluating and reporting upon progress in achieving those plans.
- Support SAHMRI's research integrity, research governance and research compliance functions, including with human and animal ethics standards and management of site specific assessments.
- Support the ongoing use of SAHMRI's research management database through providing leadership in the use of Pure across SAHMRI, including documenting, monitoring and analysing research performance (for Board, Executive Director, AU DVCR).

- Manage special projects as directed by the SAHMRI Executive Director, SAHMRI Executive or Executive Officer and Head, Research Strategy and Operations.
- Establish excellent stakeholder relationships with a wide range of researchers and other research community stakeholders.
- Provide Executive Officer support for Committees as required, that fall under the remit of the Research Office.
- Collaborate with other members of SAHMRI's Research Office and SAHMRI staff and partners in other groups in regard to overall research strategy and delivery of all Research Office activities, as required.
- 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

- Some out of hours' work may be required.
- DCSI Employment Screening and Police Checks may be required.



Person Specification

QUALIFICATIONS

Tertiary Qualification in relevant field.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Knowledge, experience and appreciation of health and medical research and the research sector broadly.
- Excellent organisational and time management skills together with resourcefulness and initiative to manage multiple priorities and projects, meet deadlines and anticipate future requirements in an environment characterised by competing demands.
- An understanding of obligations of researchers and organisations to good scientific practice.
- An understanding of research performance
- Experience in grant writing, editing and proposal development for a range of funding opportunities.
- Track record in stakeholder engagement within health, academic or research industries.
- Experience in system change and refinement.
- Demonstrated ability to work effectively both independently and within a team environment.
- Excellent interpersonal skills and ability to successfully communicate with a diverse range of people at all levels.
- Ability to deal sensitively with confidential information.
- Excellent written communications skills.
- 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