



Position Description

POSITION TITLE: Project Officer
LOCATION: SAHMRI North Terrace
REPORTS TO: ROSA Director
DEPARTMENT: Registry of Senior Australians (ROSA) Research Centre

PURPOSE AND SCOPE OF THE POSITION

The Registry of Senior Australians (ROSA) Research Centre was established in 2017 to develop evidence to improve the quality of ageing and aged care services provided to older people in Australia. The Centre is formed by a multidisciplinary team of 30+ researchers, statisticians, PhD students and core administrative staff as well as a strong governance framework comprised of key stakeholders from a range of areas relevant to ROSA's research together with consumer and community advisory members to inform its work. Since July 2024, the ROSA Research Centre is a collaboration between SAHMRI and the Caring Futures Institute at Flinders University.

The Centre's vision is to generate evidence that drives high quality, coordinate, efficient and person-centred aged and health care to improve the health and wellbeing of older people. In addition to its core registry operations its research focuses on data infrastructure and methods, quality and safety monitoring, and critical areas in ageing and aged care. The ROSA Research Centre operations are funded by the Australian Government Medical Research Future Fund, National Health and Medical Research Council and its collaborating partners (SAHMRI, Flinders University, ECH Inc, Bolton Clarke, Silverchain). The Centre's researchers oversee several MRFF/NHRMC and other competitively funded studies.

The purpose of the position is to support the ROSA Director and research team in conducting high quality research with a focus on health and health services for older people in support of ROSA's core goals. The role will interact with a range of stakeholders including the ROSA research team, SAHMRI staff, and ROSA's external partners (e.g., academic institutions, local health networks, government departments, aged care providers, consumer representative organisations).

KEY RESPONSIBILITIES

The specific duties include:

- Conduct high quality literature reviews including synthesis and evaluation of evidence, across a range of health and aged care areas.
- Facilitate the coordination of activities of assigned projects focusing on individuals in aged care settings.
- Working independently as well as collaboratively with ROSA team, research partners, consumer representatives, staff and stakeholders of the research projects.
- Contribute to the preparation of papers for publication in high impact peer-reviewed journals.
- Participate in the dissemination of research findings when appropriate.
- Monitor and report on progress against key performance indicators.
- Assist with preparation of grants for competitive funding in related areas when appropriate.
- Participate in special projects to continuously improve processes, tools, systems and organisation.



- 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 hour's work may be required.



Person Specification

QUALIFICATIONS

- Degree qualification in a relevant field with extensive relevant experience (a health sciences discipline is highly desirable).
- BSc or MSc, with 2 years of experience as research officer or a related role.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated high level attention to detail, with the ability to work accurately while managing competing priorities and deadlines.
- Excellent written and verbal communication skills; including strong record keeping practices and effective version control.
- Demonstrated experience in providing high level administrative and operational support to research projects and multidisciplinary teams.
- Proven ability to prioritise workload and manage time effectively to meet deadlines in a dynamic work environment.
- Ability to work independently with minimal supervision, seeking guidance where appropriate.
- Ability to work in a team and with external stakeholders, manage relationships and establish rapport effectively.
- Advanced proficiency in the use of Microsoft Office Suite of products and experience using online ethics management systems.
- 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:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun