

Job Description



Position Title	Research Officer/Senior Research Officer	Level	A/B
Reports to (role)	Program Manager	Career Stream	Research
Team	Penicillin Team/ Infectious Diseases Theme		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

Working closely with the Team lead and manager, the Research Officer or Senior Research Officer (level dependent on experience) will facilitate and coordinate the delivery of the SCIP Syphilis project. This will include development of study materials, study protocols, and ethics submissions in accordance with GCP guidelines. In addition, this position will co-ordinate stakeholder and community engagement ensuring the development of culturally appropriate and co-designed study materials plus wider implementation planning and dissemination. Remote travel in WA may be required. Furthermore, the position will support other Penicillin team projects, as requested.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research Activities	- Lead the development, implementation and ongoing management of institute-based REDCap databases to support the project delivery, data integrity and reporting requirements. - Develop research protocols, ethics applications and other clinical project material as required. - Ensure governance guidelines are adhered to and clearly communicated. - Ensure study related documentation is accurate and updated regularly and in line with the study protocols. - Contribute to preparation of research reports, maintaining trial registries, study documents or papers. - Support data collection, management and analysis activities to ensure the delivery of high-quality research outcomes. - Work collaboratively with community and stakeholders to develop co-designed, culturally secure health education and	- Feedback from the Team Lead, collaborators/ stakeholders and the broader team. - Project meeting its milestones and deliverables and within budget. - Ethics and governance processes are maintained to a high standard. - Project material and resources developed to a high standard.

	project resources to ensure effective project implementation. • Assist other Penicillin projects as directed.	
Project Management and Administration	• Assist the Team Manager in ensuring budget and reporting requirements are adhered to. • Purchasing, procurement and credit card reconciliation as requested. • Ensure compliance with regulatory and funding bodies' policies and procedures. • Arrange and support meetings with both internal and external stakeholders, including secretariate duties. • Facilitate community visits, including travel arrangements and communication with community stakeholders. • Other project administration duties as required.	• Timeliness. • Attention to detail. • Positive feedback from participating communities, community members, other stakeholders, collaborators and colleagues. • Accurate and up to date records of project meetings and activities.
Collaboration and Team Membership	• Facilitate positive community engagement and develop strategies to maintain and strengthen community relationships. • Working cohesively and collaboratively with other team members. • Be a role model for effective and positive leadership which is ethical, results driven and future orientated. • Manage communication with both internal and external stakeholders and collaborators, including but not limited to newsletters, co-designed dissemination materials and reports. • Active participation in team meetings and engagement in the broader Institutes goals.	• Positive feedback from team lead, team members, external stakeholders and collaborators. • Attendance at team meetings.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by The Kids Research Institute Australia policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

This opportunity is offered in accordance with Section 51 of the Equal Opportunity Act 1984 and candidates of Aboriginal and Torres Strait Islander descent who meet the selection criteria for this role will be prioritised for appointment.

Qualifications:	Post graduate degree in science, health or related field (or relevant qualification/ experience in the health and community sector)
Essential Skills, Knowledge & Experience:	• A proactive, professional, and consumer-focused approach with the ability the ability to build positive respectful relationships and achieve co-designed, collaborative outcome. • Excellent interpersonal, verbal and written communication skills. • Strong computer, organisational, analytical, and problem-solving skills • Demonstrate excellent team working skills as well as the ability to work using own initiative and work independently. • Demonstrated ability to set goals, develop priorities and meet deadlines. Demonstrated knowledge and interest in understanding of Aboriginal health and wellbeing.
Desirable Skills, Knowledge & Experience:	• Experience with REDCap. • Familiar with qualitative research methods. • Experience in scientific writing. • Experience working in rural/remote Aboriginal communities. • Experience in health promotional activities and co-designing research with communities.

DIRECT REPORTS	None
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Approved by:	Program Manager, Penicillin
Date approved:	11/08/2026
Reviewed by P&C	11/08/2026