Job Description

Position Title	Senior Research Officer	**Level**	B
Reports to (role)	Program Manager	**Career Stream**	Research
Team	Developmental Science of Mental Health		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Senior Research Officer position provides high-level research coordination support for projects within the Developmental Science of Mental Health Team. These may include, but not limited to, assisting with the development and implementation of projects and with day-to-day operations, such as conducting literature reviews, managing participant recruitment & data, and preparing reports. This includes stakeholder management, ranging from funding bodies, consumers, industry partners, researchers and government representatives to policymakers. Finally, the position will also contribute to delivering high-quality written and oral communication outputs, including competitive grant applications and publications, working actively with internal stakeholders, team members and students.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research Activities	• Coordinate research project/s across the full research lifecycle, from study conceptualisation and design through ethics and governance approvals, data collection and analysis, to dissemination, research translation and impact. • Contribute to the development of research projects, including reviewing and synthesising evidence, establishing collaborations and refining research methodologies. • Coordinate day-to-day research activities, including project timelines, deliverables, stakeholder engagement and reporting requirements. • Contribute to the translation and communication of research findings for scientific and non-scientific audiences, including community partners, practitioners and policymakers.	• Ethics and governance requirements are maintained to a high standard and in a timely manner. • Research activities and outputs are accurate, of high quality and delivered within agreed timelines. • Support dissemination, translation and impact. • Productive working relationships are maintained with internal and external collaborators.

Research Management	• Monitor and report on the progress of project/s, recognise barriers and risks, and look for effective solutions. • Contribute to writing funding applications and preparing necessary documentation for grant submissions. • Demonstrate ability to assess situations and problem-solve where appropriate.	• Project deliverables executed on time and on budget. • Timely grant submission adhering to the necessary criteria. • Competitive grant application submissions. • Partake in various internal funding pathways.
Stakeholder Engagement & Collaboration	• Coordinate advisory groups and stakeholder consultations. • Engage and work collaboratively with stakeholders, experts and project consultants.	• Maintain excellent stakeholder relationships. • Well-organised events and attendance at various meetings/presentations.
Writing and Communication Outputs	• Draft clear, concise and engaging written content. • Articulate complex ideas in a plain-language, contextual manner for a targeted audience. • Apply strong editing and proofreading skills.	• Submit strong, high-quality reports/communiques to various stakeholders. • Lead communications for consumers and the community.
Development and Team Membership	• Mentor and provide training to junior research staff and supervision to students. • Work collaboratively to promote and build the reputation of the research group with the wider community, stakeholders and researchers. • Participate and contribute to strategic planning processes. • Undertake professional development training as required for specific projects.	• Positive feedback from team members. • Acknowledged as working collaboratively and effectively.
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 Institute 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

Qualifications:	A PhD in Psychology, public health, mental-health, social sciences or related field; or a master's qualification with relevant work experience.

Essential Skills, Knowledge & Experience:	• Knowledge of the research funding landscape and grant processes. • Demonstrated experience coordinating research projects, including managing timelines, deliverables, stakeholder engagement and competing priorities to ensure the timely delivery of research activities and outcomes. • Demonstrated experience in analytic writing, using evidence, statistics and logical argumentation with appropriate literature/information to support claims. • Authored peer-reviewed publications and contributed to proposals. • Demonstrated organisation and time management skills and the ability to prioritise workloads. • Well-developed interpersonal skills, specifically a proactive attitude to relationship building. • Excellent attention to detail. • Demonstrated ability to work independently, take initiative and work within a team. • Experience supervising and training honours students and other research personnel.
Desirable Skills, Knowledge & Experience:	• Experience as a CI, AI or student role in grant application/s. • Experience working in a research environment (research institute, academic setting or service provider) in mental health or a related field that has resulted in publications, conference papers or reports. • Experience writing and submitting grant applications as a chief/associate investigator. • Demonstrated track record of publications.

DIRECT REPORTS	Up to 3 (Research Assistants and PhD Students)

Approved by:	Program Manager
Date approved:	*10/11/2026*
Reviewed by P&C:	*10/11/2026*