Position Description

Research Officer

Classification:	Scientist Grade 1 (RX1 – RX7)
Business unit/department:	Institute for Breathing and Sleep
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Casual
Hours per week:	As required
Reports to:	Dr Jessica Manousakis
Direct reports:	None.
Financial management:	Budget: N/A
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander Peoples. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

Position purpose

The Research Officer will play a key role in providing operational support to the Applied Sleep and Circadian Neuroscience laboratory. This position will perform a range of research activities to support the delivery of a research program aimed at understanding how sleep contributes to dementia risk through the clearance of brain toxins.

The Research Officer will engage in a diverse range of research studies involving the examination of sleep and brain health, employing a combination of laboratory and in-home approaches. Responsibilities include overseeing the recruitment and screening of research participants, administering neuropsychological tests, conducting overnight sleep studies utilizing polysomnography, coordinating activities with other research staff and students, developing operational procedures, managing data, conducting data cleaning and analysis, and handling general research administration. The role also includes ensuring a compliant and safe research environment throughout these multifaceted research activities.

About the Institute for Breathing and Sleep

The Institute for Breathing and Sleep is an incorporated not-for-profit organisation with the mission of promoting, facilitating and co-ordinating research and education in respiratory and sleep health.

The objectives of the Institute are to:

- Promote and provide a focus for research and education in respiratory and sleep health
- Reduce morbidity and mortality and improve quality of life for persons with respiratory and sleep disorders
- Promote occupational health, driver safety and clean air through respiratory and sleep health programs
- Provide leadership and education in respiratory and sleep health
- Attract, co-ordinate and manage funding programs for research and
- Education in respiratory and sleep health IBAS has been working towards these objectives since its inception in 2000. It has grown from a handful of clinician-researchers to a group of over 150 personnel.

Position responsibilities

- Liaise with other members of the research team, including project staff, students, and Principal Investigators when and where necessary
- Maintain accurate and complete research records
- Assist with the communication of relevant research information
- Ensure accurate collection of paper or electronic research data and records
- Contribute to data collection in the sleep laboratory
- Contribute to data processing and analysis

Selection criteria

Essential skills and experience:

- Demonstrated experience working on research studies, including participant recruitment and data collection, ethics applications and data management.
- Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
- Demonstrated project administration skills with the ability to support research projects accordance with agreed standards and timeframes
- Ability to work as an effective member of a team as well as independently under general supervision
- Strong attention to detail and accuracy and an understanding of confidentiality, privacy and information handling principles
- Well-developed written and verbal communication skills, including the ability to draft a range of documentation
- A high level of computer literacy, including demonstrated experience in software such as Excel, SPSS, and Redcap

Desirable but not essential:

- Knowledge of sleep and circadian science, and experience in application of polysomnography.
- Experience in administration of neuropsychological tests.

Professional qualifications and registration requirements

- Be currently enrolled in or have completed an undergraduate degree in psychology or other relevant fields, with relevant work-related experience

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety
Austin Health is committed to creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of

colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.