

Position Description

Position Title: Research Officer

Classification:	Scientist Grade 3
Business unit/department:	CREDO, Centre for Research and Education of Diabetes and Obesity
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025 Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	32 (0.8 FTE)
Reports to:	Director of CREDO at Austin Health
Direct reports:	N/A
Financial management:	Budget: Nil
Date:	August 2026

Position purpose

The Research Officer plays a critical role in the multi-disciplinary team conducting research trials undertaken in the CREDO Unit. The Research Officer will bring technical expertise to ensure the quality and accuracy of data, then process, design and present it in such a way that enhances any research projects being undertaken by investigators within the CREDO Unit.

The position reports to the Director of CREDO and the CREDO Research Manager.

The position will be Fixed Term, Part Time 4 day per week until 30 June 2027 and is subject to securing research funding for renewal.

About CREDO

We are a leading clinical diabetes and obesity research group undertaking industry sponsored and investigator-initiated clinical trials and clinical research, affiliated with the University of Melbourne. We are based at the Heidelberg Repatriation Hospital, a campus of Austin Health.

As a growing research group with national and international reach our goal is to position CREDO as one of Australia's leading research teams.

Position responsibilities

Clinical Research:

- Assisting with writing grant applications and publications
- Ad hoc tasks to support research projects, such as data extraction and analysis, statistical analysis, literature searches, organising research meetings, liaising with national and international collaborators etc.
- Preparation, coordination and submission of ethics applications, amendments and reports
- Maintain accurate records of projects and data files.
- Assisting in various research projects as need arises.
- Engaging with various stakeholders including people with lived experience in preparation for grant applications.
- Liaison with research doctors, nurses, clinical trial coordinators and administrative staff within CREDO.
- Provision of high-quality documentation regarding patients participating in CREDO Unit trials as outlined in CREDO Unit standard operating procedures
- Assist as needed other staff responsible for the development and population of relevant databases
- Where appropriate to develop or assist in development of investigator-initiated research protocols
- Demonstrated ability to work independently with minimal supervision as well as part of a team.
- Good computer literacy, including word processing, databases, excel, use of statistical programs, the internet and graphics.
- Strong written and oral communication skills.
- Demonstrated high levels of self-motivation, organisational and time management skills.
- To be prepared to undertake training for handling infectious and potentially infectious tissues.
- Demonstrated potential for initiating and participating in collaborative research programs with the research group.
- Demonstrated potential to contribute to publications in an appropriate discipline.
- Excellent interpersonal skills.

Leadership and Service:

- Identification of sources of funding to support individual or collaborative projects, relating to teaching, research and engagement practice in the discipline
- Effective training of research support staff where required
- Participate in community and professional activities related to the relevant disciplinary area
- Effective demonstration and promotion of Austin Health and University values including diversity and inclusion and high standards of ethics and integrity
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities.



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Meetings:

- Attend all department meetings
- Present relevant protocols to the department when appropriate i.e. at feasibility stage and at site initiation
- Attend all International Sponsor meetings if possible

Selection criteria

Essential skills and experience:

- Deep understanding of systematic reviews of interventions and/or critical appraisal of randomised controlled trials
- Demonstrated ability to apply systematic review methodologies, such as article screening, data extraction, risk of bias, and meta-analysis
- Ability to participate in and work independently on grant applications
- Demonstrated ability to coordinate ethics submissions and ensure ethics reports in a timely manner
- Demonstrated attention to detail and the ability to perform tasks in a consistent manner to ensure quality outcomes with meticulous attention to detail and record keeping
- Demonstrated excellent verbal and written communication skills for effective research collaboration and engagement
- Demonstrated ability to work independently and collaboratively in a team to achieve project goals and meet agreed deadlines.
- High proficiency in a range of computer applications, Microsoft Office suite, Web based search engines and databases

Desirable but not essential:

- Ability to identify research grants and successful procurement of peer reviewed grants
- Research experience in diabetes
- Experience coordinating ethics submissions, including but not limited to progress reports, annual reports and final reporting procedures.
- Experience using EndNote, grants platforms and search strategies and Covidence
- Experience using ethics submissions portals and submitting ethics documentation
- Experience or understanding of Google analytics

Professional qualifications and registration requirements

- A PhD in a relevant area of medical or biological science is desirable. At a minimum, candidates should hold a Bachelor's, Honours, or Master's degree, or have equivalent relevant experience.
- An equivalent combination of relevant experience and/or education/training Knowledge and Skills



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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 cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

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.



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