Baker IDI Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 85 years and our research agenda spans birth to end-of-life health (including maternal health, indigenous and gestational health, subclinical organ damage, heart failure and terminal disease).

Headquartered in Melbourne, with research teams based in Alice Springs and Sydney, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 580 (including students, honorary staff and visiting academics). Our senior staff represent us on a broad range of government advisory boards, from health and well-being to science and innovation and we collaborate with many leading international research groups as we are committed to a range of international projects that aim to assist vulnerable communities around the world.

Funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support, we also have commercial subsidiaries that include the early phase trials facility, Nucleus Network.

DEPARTMENT:
Insert information about department/laboratory here

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Physical Activity Program Heads</td>
<td>Incumbent</td>
<td>Domain Heads</td>
</tr>
<tr>
<td>Research Fellow, Physical Activity Program</td>
<td>Being recruited</td>
<td>Program Heads</td>
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NATURE OF ENVIRONMENT:
Deadline driven; tight schedules; self managed.

SUPERVISORY RESPONSIBILITIES:
Work with support, guidance and/or routine direction from staff at levels above. Supervision of technical aspects of graduate student projects.

TRAVEL REQUIREMENTS:
Travel to conferences related to research will be required.

KEY JOB REQUIREMENTS AND RESPONSIBILITIES & DUTIES:
- Participate in design, execution and control of a health science laboratory project or research study; coordinate the processing and analysis of data.
- Experience with methodologies used to assess cardiovascular and metabolic function (for example cardiac/vascular imaging, exercise testing, knowledge of biomarkers, autonomic measures)
- Ability to develop new and/or revise existing research methodologies.
• Experience of working on clinical research projects is an advantage.
• Coordinate conduct of experimental tests and procedures.
• Conduct of research either as a team member or independently, and the production of conference papers and publications from that research.
• Supervision of research support staff involved in that research.
• Guidance in the research effort of junior members or research-only staff in the area.
• Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to funding bodies.
• Involvement in professional activities including attendance at conferences and seminars in field of expertise.
• Administrative functions primarily connected with area of research.
• Co-supervision, or where appropriate supervision, of major honours or post-graduate research projects in field of expertise.
• Attendance at meetings associated with research and / or membership of a limited number of committees.
• Maintenance of accurate and timely records and data entry for internal and external reporting, including patient records, letters, appointments, services and health promotion activities.
• Facilitation of group education programs with other team members.
• Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.

This role may be directed to perform other duties as directed by the manager/supervisor from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

MEET STATUTORY REQUIREMENTS OF THE COMPANY:
Maintain up to date and accurate knowledge in:
• OH&S legislation
• EEO Legislation
• Privacy Legislation
• Confidential Information Policy
• Baker IDI Research Conduct Policies
• Australian Code for the Responsible Conduct of Research
• Baker IDI Intellectual Property Agreement

PROBLEM SOLVING COMPLEXITY:
May be required to solve complex and diverse issues with the research methodology, or to be authoritative references for resolution for broad own area of research as well as provide guidance for problems in other related areas.
Apply broad and structured approaches; be able to call on a significant amount of precedent in the resolution of problems.
Use network of subject matter experts extensively.

MANAGE AND PERFORM ADMINISTRATION DUTIES
• Human ethics applications
• Identification and evaluation of scientific equipment and measurement techniques
• Acquisition of equipment from suppliers
• Drafting technical and scientific correspondence
• Assisting in all aspects of the writing of grant applications
• Preparing and overseeing data analyses conducted by statistical support staff
• Budgetary management under supervision
• Routine ordering
• Miscellaneous correspondence

REQUIREMENTS OF POSITION HOLDER

EDUCATION LEVEL:
Requires the academic knowledge of a health science discipline, such as public health, microbiology, biochemistry, anatomy, pathology, nursing, dental hygiene or medical
technology, including advanced study or demonstrated capacity for health science research or an equivalent combination of education and work experience that is generally associated with a PhD, MBBS, BDS, Master's degree, plus relevant research experience.

EXPERIENCE:
Post-doctoral experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of independent research ability.

ORGANISATIONAL KNOWLEDGE:
Understand own area of research, and how this team interacts with other directly related groups within the research programme. Functional and administrative supervision may be exercised over laboratory assistants, graduate students and other assigned research and support personnel.

COMMUNICATION/INTERPERSONAL SKILLS:
- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to Baker IDI.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team.

KNOWLEDGE:
- Well developed negotiation skills, including the ability to negotiate priorities and manage conflicting demands for resources.
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.

ABILITIES:
- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as on own initiative without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

SUMMARY OF POSITION:
This is an experienced research officer position with work in the field of clinical exercise science with scope of interest including cancer, cardiovascular disease and diabetes. This position is within the Physical Activity Program and will centre on a new initiative concerning physical activity and cardiometabolic outcomes in cancer patients. The position will involve working closely with the Program Heads in pursuit of the objectives of the new Physical Activity Program, particularly in the development and oversight of initiatives within the program and providing scientific support in the preparation of a NHMRC Program Grant application. The research officer will be responsible for communication and the maintenance of liaison with members of the lead scientific group for the Physical Activity Program, other collaborating scientists at Baker IDI and scientists and clinicians from other institutions. More specific requirements will include the scoping implementing new projects (involving pilot studies and small-scale trials), literature synthesis, clinician/scientist liaison beyond the program is needed, protocol development, human ethics applications, grant writing, co-ordination of clinical trials, data analysis, report writing and scientific presentations.

The position offers significant opportunities for post-doctoral career development that would be of particular relevance for an applicant with skills in exercise physiology and/or clinical trials. The successful applicant would receive mentorship from experienced clinicians, basic scientists and experts in the translational implications of the research within the program.

As Baker IDI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position which the occupant will perform in perpetuity. This
position description is intended to provide an overall view of the incumbent’s role as at the date of this statement. In addition to this document, the specifics of the incumbent’s role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of Baker IDI’s performance appraisal and development process.

Last updated [February 2016]