



SECTION 1 - POSITION IDENTIFICATION

Title:	Senior Research Officer
Classification:	Level 5
Award:	Public Service and Government Officers General Agreement

SECTION 2 – REPORTING RELATIONSHIPS

UNIT	UNIT MANAGER	CLASSIFICATION
Division: System Policy and Planning	Assistant Director General	SAT Group 2
	↑	
	↑	
Directorate: Health Networks Directorate	Director	PSO Level 9
	↑	
Branch:	Manager Networks	PSO Level 8
	↑	
Section:	THIS POSITION	PSO Level 5

Positions under direct supervision and control:

<u>Position No:</u>	<u>Title</u>	<u>Classification</u>

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Plans and manages evaluation and related research pertaining to Health Networks Directorate activities and projects.

SECTION 4 - STATEMENT OF DUTIES

TITLE Senior Research Officer	CLASSIFICATION Level 5	POSITION NO. 00001037
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BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE

Duty No.	Duties	Freq.	%
1.	Plans and manages evaluation of activities and projects of the Health Networks Directorate.	D	100
2.	Conducts research designed to provide information for use in planning and implementing activities and projects of the Health Networks Directorate.	D	
3.	Advises on methodological issues relating to the evaluation of activities and projects of the Health Networks Directorate.	D	
4.	Assists in the provision of expert advice on matters pertaining to research and evaluation undertaken within the Health Networks Directorate.	D	
5.	Prepares written reports, discussion papers and literature reviews relating to activities and projects of the Health Networks Directorate, and presents information in appropriate forums where required.	R	
6.	Designs and tests evaluation instruments.	R	
7.		D	
8.	Undertakes data analysis using standard statistical computer packages to support decision making.	R	
9.	Represents the Health Networks Directorate on committees and working parties as required.	R	
10.		R	
11.	Liaises with agencies and stakeholders outside the Health Networks Directorate concerning research and evaluation projects.	R	
12.	Maintains personal level of knowledge and expertise in issues relating to Health Networks.	O	
	Manages allocated budget for specified projects.		
	Carries out other duties as required.		
			100

Organisation Contacts:
 Will the occupant of this position be required to communicate with positions outside the normal reporting lines?
YES
 If yes, how frequent? 1. Internal to the organisation...D..... 2. External to the organisation...D.....
 Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

SECTION 5 - SELECTION CRITERIA

TITLE Senior Research Officer	CLASSIFICATION Level 5	POSITION NO. 00001037
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ESSENTIAL

1. Experience in quantitative and qualitative research and evaluation methods, including social and behavioural research and evaluation.
2. Sound knowledge of research and statistical methods, including epidemiological studies.
3. Excellent interpersonal, verbal and written communication skills, including report writing.
4. High level analytical skills.
5. Experience in computer applications, including computer based data analysis.
6. Demonstrated project management skills, including ability to plan, prioritise, make decisions, meet deadlines and manage resources.
7. Demonstrated ability to work under pressure of time, and work as a member of a team.

DESIRABLE

1. Tertiary degree qualifications in health, social or behavioural science or other relevant area.
2. Knowledge of contemporary issues in the health sector.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

APPOINTMENT CRITERIA

1. Successful Criminal Record Screening Check.
2. Successful 100 point identification Check.
3. Successful Pre-employment Integrity Check.

SECTION 6 - APPOINTMENT FACTORS

Location East Perth	Accommodation Nil
Allowances Nil	Specialised Equipment Operated Nil

SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date