POSITION DESCRIPTION

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| **Position Title** | Research Data Officer, Surgical Audits |
| **Functional Area** | Surgical Audits, Research, Audit and Academic Surgery |
| **Date** | August 2024 |
| **Reports To** | Manager, Surgical Audits |
| **Direct Reports** | Nil |
| **Primary Objective** | To provide high level data analysis, research support, report and manuscript writing to Surgical Audits. To regularly update the manager on relevant aspects regarding research and reports. |
| **Key Internal Relationships** | * Manager, Surgical Audits
* Manager, ACTASM, SAASM & VASM
* Other surgical audit managers
* Surgical Audit Teams
* Participating surgeons and assessors
* Other RACS teams and staff
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| **Key External Relationships** | * Surgeons
* Data Custodians
* Public and Private hospitals Other medical and hospital professionals related to audit programs
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| **Primary Responsibilities** | * Analyse and interpret complex datasets and survey results.
* Prepare manuscripts, reports, surveys, literature reviews, booklets, SOPs for the Audit and any other related work as required.
* Work closely with the Manager to facilitate research with Fellows, academics, collaborators, and students.
* Assist in the design of research projects, registry databases and other required infrastructure as required.
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| **Essential Skills, Qualifications and Personal Attributes** | **QUALIFICATIONS:****Essential*** A relevant tertiary qualification (BSc Honours) or an equivalent combination of education, training, and experience.

**Desirable*** A higher degree in research

**EXPERIENCE:****Essential*** Experience using data analysis statistical programs (STATA, SPSS, R, Python).
* Demonstrated competence in report writing at a high level with attention to detail.
* Experience in writing manuscripts that have been accepted in peer-reviewed journals.
* Experience in independently setting tasks and future projects.
* Experience with presenting new concepts to a broad audience.
* Experience in coordinating a range of activities with competing deadlines.
* Experience in liaising and working effectively with a broad range of internal and external clients at a senior level.
* Experience working effectively in an office environment with a strong team focus.
* Experience in the development and application of policies and procedures.

**Desirable*** Experience in liaising with stakeholders.
* Experience in providing high level support at a senior level.
* Experience with EndNote.

**SKILLS:****Essential*** Ability to analyse and interpret data.
* Ability to work autonomously and with a high level of initiative and judgement.
* Ability to work within a team in a flexible and cooperative manner.
* Ability to write informative and concise reports.
* Highly developed competence in MS Office applications, particularly Word, Excel and PowerPoint.
* Demonstrated strong problem-solving skills.
* Excellent verbal communication skills with the ability to communicate with confidence and discretion with a range of surgeons and professions.
* A strong customer service ethic and commitment to excellence in service delivery.
* Highly developed organisational skills.
* Strong attention to detail and accuracy.

**PERSONAL ATTRIBUTES:*** Positive mental attitude
* Strong work ethic
* Determination and persistence
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| **RACS Competencies** | * strives to achieve strategic objectives
* seeks to find better ways of working and increase stakeholder value
* works collaboratively and demonstrates sound reasoning
* effectively prioritises work and meets deadlines
* team player, models RACS values
* works with colleagues across RACS in the achievement of objectives
* strives to grow professionally and is open to feedback
* flexible and adaptive
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