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 |
| **Key External Relationships** | * Surgeons * Data Custodians * Public and Private hospitals Other medical and hospital professionals related to audit programs |
| **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. |
| **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 |
| **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 |