

POSITION DETAILS

Position title:	Research Project Officer (SISTAQUIT Projects)
Faculty/ Work unit:	Faculty of Health
Executive portfolio:	Vice Chancellor
Responsible to:	Senior Project Manager
Level:	HEW 5

ORGANISATIONAL CONTEXT

Southern Cross University is a dynamic and ambitious institution, driven by the purpose of changing lives through revolutionary learning and research with real impact. At the heart of our academic transformation is the Southern Cross Model — our immersive, 6-week block learning and teaching framework. This model delivers a deeper, more focused learning experience, designed to improve student success, engagement, and quality of life.

Our globally recognised research delivers tangible benefits for communities, the environment and the economy. With a strong focus on protecting and enhancing the future, our research is deeply connected to our regions, making a meaningful difference on a global scale.

At Southern Cross University, you'll find a place where you can be bold, belong and be more – supported by a culture of respect, collaboration and genuine purpose. We empower our people with the freedom to think differently, the opportunity for real impact, and the chance to thrive in communities and campuses as unique as you.

The Faculty of Health provides an exciting and innovative learning environment working with individuals, families and communities in order to meet their health needs and requirements. The Faculty is distinctive for its multidisciplinary understanding of client care, commitment to the prevention of disease and promotion of healthy lifestyles and working with Indigenous colleagues to develop culturally appropriate models of care.

The Faculty offers fields of study across a broad range of health-related professions including biomedical science, clinical exercise physiology, diabetes education and management, midwifery, naturopathic medicine, nursing, occupational therapy, osteopathy, podiatry, psychology, speech pathology, social work, social welfare, and sport and exercise science.

PURPOSE AND VALUES

Purpose: Changing lives through revolutionary learning and research with real impact

We strive for excellence

We apply the highest standards.
We're always seeking to be at our best.

We are bold

We're ambitious.
We're dynamic.
We make bold decisions.

We care

We care for our people.
We champion our communities.
We respect our planet

We own it

When we commit, we keep our word.
When we fail, we learn.

We build trust through action

We tell the truth.
We do what's right.

POSITION PURPOSE

The Indigenous Australians' Health Programmed Workforce and Maternity Services Project aims to build the capacity of regional and remote ACCHS for Birthing on Country Initiatives and augmented smoking cessation care. Southern Cross University will deliver the Project in partnership with three Aboriginal Community Controlled Health Services in Northern Territory and South Australia. The project vision is to strengthen Birthing on Country (BOC) strategies and combine these with maternal smoking cessation initiatives.

In close consultation with the Project Manager, the Research Project Officer is responsible for undertaking research related and administrative activities to support the projects academic staff and field work at partnering health services.

ORGANISATIONAL RELATIONSHIPS

The appointee reports to: Senior Projects Manager

This position has no direct reports.

ORGANISATIONAL ACCOUNTABILITIES

Southern Cross University is committed to the health, safety and wellbeing of its staff. Employees are required to comply with a range of statutory requirements, including equal opportunity, workplace health and safety, privacy and trade practice.

Employees are also expected to comply with the University values, code of conduct and policy and procedures, which relate to our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

KEY ACCOUNTABILITIES

- Collect, analyse and prepare data in the development of grant applications, reports and scholarly articles.
- Provide administration support to the project team through organising travel, student placement administration and other administrative activities that support curriculum development.
- Provide administration support in completing ethics applications.
- Undertake literature reviews, collect and analyse data and performance statistics.
- Participate in drafting research reports/outcomes for a range of audiences.
- Liaise with academics, researchers and other research participants including organising and attending required meetings.
- Work with other researchers as part of a team and provide efficient project and administration support to members of the research team and staff at partnering health services.
- Work effectively across multi-disciplinary teams and collaborate with internal and external stakeholders.
- Develop agile solutions in response to changes in environment or circumstance.
- Input to a simply accounting system to track regular project spending.
- At all times, demonstrate commitment to the University's values.
- Other duties as required, commensurate with the level of appointment.

SPECIAL WORK REQUIREMENTS

- A valid Driver's Licence, with an ability and willingness to travel between all University campuses in order to undertake duties, as required by supervisor or Head of Work Unit.
- Working with Children Check clearance, QLD Blue Card or relevant state-based equivalent.
- To work occasional weekends in order to support community engagement activities.
- May be required to start and finish work between the hours of 7am to 7pm and work overtime when required.

SELECTION CRITERIA

Ideally, the appointee should possess the following qualifications, skills, abilities and experience:

- A relevant tertiary qualification within related discipline or an equivalent combination of relevant knowledge, training and/or experience.
- Demonstrated understanding of qualitative research methods and ability to undertake qualitative data analysis and strong skills in understanding and critiquing the quality of published research studies.
- Demonstrated research writing skills, including an ability to locate, evaluate, compile, and edit relevant literature and research data.
- Ability to work independently and exercise initiative with regards to decision making and problem solving.
- Demonstrated organisational and time management skills, and the ability to prioritise competing tasks.
- Demonstrated experience working in Indigenous settings or in Indigenous health research or cross-cultural projects will be viewed favourably but not essential.
- Demonstrated commitment to cultural diversity and a working knowledge of equity and WHS principles in the workplace.

Date originally classified:	24.05.2023
Date classification updated:	
Position description updated:	30.6.2026