

# POSITION DESCRIPTION – Professional Staff



<b>Position Title</b>	Aboriginal Research Midwife
<b>HEW Level</b>	Hew 5 (\$71,298 - \$82,707 - 1FTE equivalent)
<b>School / Unit</b>	School of Medicine and Public Health
<b>Faculty / Division</b>	College of Health, Medicine and Wellbeing
<b>Reports to</b>	Professor Craig Pennell
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Contract Type</b>	<b>Fixed Term 0.4FTE</b> for one year with 3month probationary period and possibility of extension.

## ROLE DESCRIPTION

The NEW1000 Study Research Team are responsible for recruitment and ongoing assessment of enrolled families in the NEW1000 Study. The position involves recruitment of Aboriginal and non-Aboriginal women into the study, liaising with local staff and service providers, data entry, venepuncture, assessments of women, partners and infants, and other research activities as required.

This position is within the School of Medicine and Public Health at the University of Newcastle based at the Hunter Medical Research Institute (HMRI), and John Hunter Hospital, New Lambton Heights NSW.

## OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The College of Health, Medicine and Wellbeing is an innovative and dynamic research intensive faculty, which is passionate about excellence, equity and engagement globally and regionally. In collaboration with our external partners and stakeholders, the College strives to make a difference by creating new knowledge, preparing exemplary, career ready health care and health research professionals, and producing world-leading research that builds capacity for excellence in health care intervention. This position will enable the College and its schools to build our capacity to be a key employer of choice as inclusivity and equality will be transparently integrated into everyday practice.

The NEW1000 Study ([new1000.org.au](http://new1000.org.au)) is a multi-disciplinary study which aims to ensure Australian families have the best pregnancy health outcomes and start to life.

This position is based in Level 3 East at the Hunter Medical Research Institute (HMRI).

## ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Research and Innovation	<ul style="list-style-type: none"> <li>Responsible for recruitment, enrolment and follow-up of NEW1000 participants, facilitate the collection of samples and organise interventions and maintain up-to-date records of study participants, as required.</li> <li>Contributing to the running of allocated trial(s) in accordance with Good Clinical Practice (GCP) and Standard Operating Procedures (SOPs) and that the CI / PI is kept regularly informed on the progress of the study.</li> <li>Maintain communication and liaison with clinical and research staff and colleagues and other current and potential stakeholders regarding the NEW1000 Study, and where necessary, seek appropriate advice and mentorship.</li> <li>Perform in-services with midwifery services to develop and maintain good working relationships with key stakeholders</li> </ul>	<p>Adherence to agreed timelines of research outputs and reports</p> <p>Submit high quality reports for internal and external funding schemes</p>
Professional Registration	<ul style="list-style-type: none"> <li>Maintain registration with the Australian Health Practitioners Agency and show evidence of currency on an annual basis.</li> </ul>	

## POSITION CHARACTERISTICS

Organisational Knowledge	Work within existing rules, regulations and processes of the Mothers and Babies Research Centre. Adhere to NHMRC Responsible Conduct of Research.
Professional / Industry Knowledge	Have a depth or breadth of expertise in clinical SOPs and skills suitable to the role.
Level of supervision / independence	Able to work under broad direction.
Problem solving and judgement	Able to show initiative, taking responsibility for outcomes.
Key relationships (internal & external) & immediate team	<p>Participants and their families – ability to provide assessment, intervention and education to an exceptional standard</p> <p>Drs, nurses, midwives and allied health professionals – provision of safe, correct and high-quality services / research practice</p>

	Chief Investigator, Study Manager and Research team members – for advice regarding operational support, management, clinical leadership and cooperative work environment  <i>Build and maintain the University's reputation by forging positive relationships with UON academic and professional staff, students and external stakeholders.</i>
Challenges	Prioritisation of workload, managing multiple tasks, time management, detailed reporting  Provision of timely, patient-focused services to individuals in a busy and fast-paced environment  Working in a busy clinical environment to implement research, relationship building for collaboration
Special Characteristics	No
WWC Check Required	Yes
Criminal Record Check required	No

## EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with an Individual Contributors as outlined in the Leadership Framework.

The UON Leadership framework describes six leadership capabilities for both academic and professional staff. At UON leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At UON we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

## INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

## Selection Criteria

- Current registration with AHPRA as Registered Midwife (Division 1), or Child Health Nurse and current driver's licence
- Experience in research, clinical trials or data management, or interest in learning research methods. Good Understanding of legal and ethical requirements for research as per the ICH Good Clinical Practice. Understanding of privacy laws and regulatory and ethical issues in clinical research.
- Excellent communication (written and verbal), facilitation and negotiation skills and experience in using multiple forms of communication tools.
- Proven ability to work both independently and collaboratively as part of a team, including the ability to liaise with others.
- Attention to detail, excellent organisational skills and flexibility to work across the study activities of the clinical trial and meet deadlines, managing multiple tasks effectively, showing initiative and making suggestions for improvement, while contributing effectively to the research team.
- Experience of data entry and data management and proficiency in using Microsoft computer packages eg. Word, Excel. Experience with REDCap data management platform desirable.
- Demonstrated recent experience and clinical skills in Nursing or Midwifery
- Demonstrated evidence of being able to provide person centred care

Interested parties should contact Dr Tegan Grace

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Ph: (02) 4042 0345

<b>PD Last reviewed:</b>	15/02/2022 TG
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