

## **Job Advertisement: Forum and Project Officer - Research Ethics and Governance Unit Online Forum Project**

**Role Title:** Forum and Project Officer

**Location:** Remote / Hybrid (Ministry of Health, 1 Reserve Road)

**Hourly Rate:** equiv grade 7/8 hourly rate \$56.01 - \$62.01 + Superannuation

### **Primary purpose of the role:**

The Research Ethics and Governance Unit (REGU) is seeking to engage a Forum and Project Officer as a contractor to support the successful delivery of the research ethics and governance online forum project. The purpose of this collaborative online forum project is to create a safe and open discussion environment where stakeholders can learn from each other, share resources, ask questions, share opinions, and receive feedback from their peers.

This temporary position is an opportunity to support a novel initiative that empowers REGU to act as a "system navigator" by guiding stakeholders to the relevant resources they need to effectively undertake ethics and governance functions. The position will also contribute to the establishment of a one-stop-shop for users to access resources necessary to undertake ethics and governance functions, case-based learning opportunity for research office personnel, cross-talk and collaboration between user groups across different public health organisations, increased understanding and clear interpretation of the regulatory policy and guidelines, and less confusion for applicants and research office personnel through standardised processes.

### **Skills & experience:**

#### **Essential Requirements:**

- Excellent communication skills, including the ability to write clear and concise documentation, facilitate meetings, and present to stakeholders.
- Strong written and verbal communication skills.
- Excellent attention to detail, with a focus on quality control and accuracy
- Ability to work independently and as part of a team.
- Strong organisational skills and attention to detail.
- Ability to adapt to a changing work environment.

#### **Desirable Skills:**

- Technical skills: The candidate should have a solid understanding of website development and maintenance, including HTML, CSS, and Javascript. Familiarity with forum software such as Discourse, Vanilla Forums, or phpBB would be an advantage.
- Knowledge of research ethics and governance: While not essential, knowledge of research ethics and governance principles and practices would be an advantage.
- Relevant qualifications: The candidate should have relevant qualifications in a related field such as project management, information technology, communications.
- Experience in managing and delivering projects, particularly in the area of online forum development or community management. Experience working in a research or academic environment would be an advantage. Minimum 3 years' experience in project management or coordination.

**Key accountabilities:**

- Design and implement the online forum. Develop relevant content and guidelines.
- Provide a comprehensive range of policy, executive and administrative support services to the REGU Forum Project.
- Assist with the establishment of a user group for the Forum Project.
- Capture frequently asked questions and answers, reporting, liaising with stakeholders, performing admin functions and providing support to members of the team as required.
- Support the business analysis and critical tasks during the early phases of the project development.
- Provide training and support for the online forum users.

**Qualifications:**

- It is desirable for the candidate to have a relevant qualification in a related field such as project management, information technology, communications

**Reporting line:** This role reports to Senior Policy Officer, Research Ethics and Governance Unit

If you are a highly motivated and experienced project officer with knowledge of research governance and ethics policies and guidelines, and are interested in this exciting opportunity, please submit your application, including a cover letter and CV, to [Yagiz.aksoy@health.nsw.gov.au](mailto:Yagiz.aksoy@health.nsw.gov.au) or [MOHResearchethics@health.nsw.gov.au](mailto:MOHResearchethics@health.nsw.gov.au).