



Health  
Hunter New England  
Local Health District

# WE ARE HIRING

## RESEARCH SUPPORT COORDINATOR / RESEARCH GOVERNANCE OFFICER

JOHN HUNTER HOSPITAL  
CAMPUS

**\$78,079 - \$105,030 PA**

**+ 10.5% Superannuation**

**+ Salary Packaging**

### BENEFITS

- [Salary packaging](#)
- Four weeks annual leave
- Up to 13 allocated days off each year
- Superannuation contributions 10.5%
- [Fitness Passport](#)
- Employee Assistance Program (EAP)
- Training and career development.

**APPLY NOW**





**Job title: Research Support Coordinator (Research Governance Officer)**  
**Remuneration: \$78,079 - \$105,030 Per Annum + Super + Salary Packaging**  
**Location: John Hunter Hospital Campus**  
**Employment Type: Permanent Full Time**  
**Position Classification: Health Manager Level 1**  
**Hours Per Week: 38**  
**Requisition ID: REQ402906**  
**Closing Date: Thursday 8th June 2023**

**Apply now: <https://bit.ly/3N1Is5c>**

#### **Where you'll be working:**

- You will be working within the HNELHD Research Office which is a district research support office responsible for:
  - Research Ethics: Facilitating an accredited Lead Human Research Ethics Committee for the purpose of multicentre review in both clinical and general research.
  - Research Governance: Ensuring all research governance requirements are met and research protocols and contracts are authorised prior to commencement.
  - Research Development: Providing research grant opportunities, education and resources to assist research
- HNE Research Office is located on the John Hunter Hospital Campus within the Hunter Medical Research Institute Building.

#### **Benefits:**

- Four weeks annual leave (pro-rata for part-time employees)
- Up to 13 allocated days off each year (for full-time employees)
- Superannuation contributions 10.5%
- Salary packaging - Up to \$9k for living expenses + \$2.6k meal & entertainment + Novated leasing
- Fitness Passport
- Employee Assistance Program (EAP) for staff and family members
- Opportunity to work and collaborate with a range of non-clinical and clinical professionals
- Sustainable Healthcare: Together towards zero

#### **About you**

- You are a reliable, enthusiastic person with excellent time management skills and the ability to multi-task and identify process improvements.
- You will have excellent written and verbal communication skills and be a motivated, self-starter who is able to complete tasks in a timely manner.
- You will have demonstrated skills in accuracy, attention to detail and a willingness to work harmoniously within the team.
- You have demonstrated ability to work autonomously to prioritise and adapt your workload in an ever changing environment.

#### **Requirements**

- A graduate or higher degree of tertiary qualification/s in health administration and/or related equivalent experience.

#### **Need more information?**

- 1) Click here for the [Position Description](#)
- 2) Find out more about [applying](#) for this position

**For more information on this role, contact Kristy Morris on [Kristy.Morris@health.nsw.gov.au](mailto:Kristy.Morris@health.nsw.gov.au)**