



GERIATRIC EDUCATION & RESEARCH INSTITUTE

JOB DESCRIPTION

JOB TITLE	Research Officer
DEPT/SECTION	Research

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (100%)

1. Support research in the relevant discipline area using the appropriate methods and/or techniques
2. Prepare materials for submission to granting agencies and foundations
3. Conduct literature reviews, collect and analyse data
4. Prepare materials for Ethics Committee review
5. Prepare interview questions and recruit and/or interview subjects
6. Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
7. Provide ready access to all experimental data for the faculty researcher and/or supervisor
8. Request or acquire equipment or supplies necessary for the project
9. Prepare, maintain, and update website materials
10. Attend project meetings
11. Prepare progress reports for the PI and funding agency
12. Prepare other articles, reports, and presentations
13. Monitor the project budget
14. Work on other projects and initiatives, as required

JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

- Basic or Honours degree in relevant discipline
- Some research experience in the subject area will be an advantage
- Some experience of working in a research team environment will be an advantage
- Good communication and interpersonal skills

(B) SPECIALISED TRAINING & EXPERIENCE

- Excellent information communications technology and analytics skills