

## **Telethon Institute for Child Health Research Division of Population Sciences**

**PROJECT** Nutrition and Genome Health in Children Study

**POSITION TITLE** Research Project Coordinator

**SUPERVISORS** Associate Professor Liz Milne, Chief Investigator

**LOCATION** Telethon Institute for Child Health Research, 100 Roberts Road, Subiaco, WA

**SALARY LEVEL:** IRO1. Plus 9% employer superannuation and attractive salary packaging on a wide range of benefits.

**TERM:** Full-time for 12 months initially, from January 2010, with good prospects for extension.

**CLOSING DATE:** 5:00pm Wednesday Nov 25, 2009

### **PROJECT OVERVIEW**

#### **Chief Investigators**

Associate Professor Liz Milne, Professor Michael Fenech, Professor Bruce Armstrong, Ms Marg Miller, Professor Nick de Klerk

#### **WA Study Team**

Associate Professor Liz Milne (Study Director); Ms Lisa Bennett (Research Assistant)

#### **Study Description**

Nutrition and Genome Health in Children Study is a collaborative study between CSIRO Nutrition in Adelaide and the Telethon Institute for Child Health Research. It aims to investigate the association between children's nutrition – assessed using food frequency questionnaires and laboratory assessments – and the levels of DNA damage in their blood cells. Blood samples are usually collected in the child's home, and telephone interviews are conducted with the child's parents. Children are recruited from primary schools, day care centres and from the wider Western Australian community. The study is funded by NHMRC.

## **Summary of Duties**

### *General Responsibilities*

Responsible for the day to day management and coordination of the study

Ensure that the study is conducted in accordance with the research plan, allocated budget, and ethics approvals

Act as primary contact person for study participants and collaborating centres

Supervision and leadership of junior staff

Liaise with study director on all aspects of study progress

### *Specific Tasks*

Develop and update protocol/operations manual for the study

Ensure recruitment of study participants is in accordance with ethics approvals and agreed timeline

Ensure timely data collection from study participants

Dispatch blood samples to CSIRO lab in accordance with established protocols

Supervise the activities of the research assistant(s) and phlebotomists working on the project

Monitor participation and response fractions

Liaise with collaborating centres – particularly CSIRO – to monitor progress with laboratory analysis, and reporting of results to TICHR

Manage research data sets and relational database, including arranging data entry

Modify data collection instruments and methods, if required

Participate in meetings related to study management

Participate in decision-making relating to the scientific conduct of the study

Undertake preliminary analysis of research data

Prepare manuscripts for publication and present at conferences and seminars, as appropriate

Other duties as required

### *Personal responsibilities*

- Work cooperatively with other team members and take a mature approach to conflict resolution
- Demonstrate excellent self-management skills, including being punctual and reliable

*Responsible to:* Liz Milne

## **SELECTION CRITERIA**

### **EDUCATIONAL**

- Undergraduate qualification in one of the Health Sciences
- Post-graduate qualifications in Public Health or Health Science, or significant progress towards such a qualification

### **ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE**

- Demonstrated knowledge and understanding of epidemiological principles and methods
- Ability to set priorities, meet deadlines and work independently
- Demonstrated ability to work as an effective team member
- Well-developed organisational skills, including excellent attention to detail
- Excellent written and verbal communication skills and ability to communicate clearly and confidently with other researchers, outside organisations, study participants and their families
- Experience in health research project management
- Experience in working in a multi-disciplinary and/or multi-centre research team.
- Experience in writing and following research protocols
- Experience in the management of relational databases
- Experience in the use of bibliographic databases
- In-depth knowledge of ethical issues and requirements in health research
- Excellent computing skills, including word processing, spreadsheets and databases
- Ability to search the internet efficiently for relevant information
- Ability to undertake preliminary analysis of research data
- Experience in oral presentation of research findings
- Flexible approach to the working environment
- C-Class Driver's license

### **DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE**

- Experience in use of SPSS or similar statistical packages
- Experience in the use of MS Access
- Knowledge and understanding of laboratory-based research activities
- Knowledge and understanding of nutrition research
- Experience in scientific report writing and publication of research findings
- Experience in the management of research staff

### **Application Process**

Applicants must send an application that specifically addresses all the selection criteria and includes a current resume with the names and contact details of two current professional referees who can be contacted immediately. Enquiries to Liz Milne on 9489 7756 or at [lizm@ichr.uwa.edu.au](mailto:lizm@ichr.uwa.edu.au). Applications to be submitted by email to [juliae@ichr.uwa.edu.au](mailto:juliae@ichr.uwa.edu.au) or in hard copy to Julia Emmerson, PO Box 855, West Perth, 6872, by 5:00pm Wednesday November 25, 2009.

Applicants short-listed for interview will need to be available for a face-to-face interview at the Telethon Institute for Child Health Research, 100 Roberts Rd, Subiaco, in the week commencing November 30, 2009.