



Research coordinator/Psychologist National Acoustic Laboratories, Australian Hearing

Full-time position based in Chatswood, NSW

For over 50 years, the National Acoustic Laboratories (the research division of Australian Hearing) has conducted and published world-renowned research into hearing, hearing loss prevention, hearing aids, and hearing rehabilitation.

We have a unique opportunity for a suitably qualified and experienced **Research Coordinator/Psychologist** to join our team of scientists, audiologists, speech pathologists and research professionals.

The position is responsible for facilitating the administration and coordination of research, administering psychological tests to children, and assisting with collecting and collating research data. This position is initially for 12 months, with possible extension subject to performance and availability of funding.

In this role, you will work with other researchers to perform research into outcomes (www.outcomes.nal.gov.au) and rehabilitation procedures for children.

The successful applicant should have:

- a university degree in Psychology, Social Psychology or similar
- post-graduate research qualification highly desirable but not essential
- an ability to work as part of a team and support other researchers
- experience with research
- excellent communication skills

Further information may be obtained from:

Dr Teresa Ching Ph: 02-9412 6832
Email: Teresa.Ching@nal.gov.au

Miss Samantha Youn Ph: 02-9412 6957
Email: Samantha.Youn@nal.gov.au

Applications addressing the selection criteria (available on www.outcomes.nal.gov.au) should be sent to:

Mr Dale Treglown, Executive Manager (Dale.Treglown@nal.gov.au)
NAL, 126 Greville Street, Chatswood, NSW 2067, Australia.

Interview dates: 25th August; 9-10th September, 2010.

Closing deadline: 31st August, 2010.

Research coordinator/Psychologist

Salary range from \$62,000 - \$85,000 (plus superannuation)

To be adjusted pending new Certified Agreement

Remuneration will be commensurate with experience

Summary

The National Acoustic Laboratories is seeking to employ a research coordinator/psychologist responsible for facilitating and coordinating research, administering psychological tests to children, as well as assisting with collection and collation of data. This person must be self-motivated, and able to work in co-operation with other researchers and organisations. Much of the research will be related to outcomes and rehabilitation of children with hearing loss.

General direction

The person is required to function as part of a team, and to work independently with support. Guidance and advice will be provided.

Key functions/ Responsibilities

- A. Coordinate research-related activities
- B. Assist with developing ethics applications and funding applications
- C. Liaise and be the main point of contact with stakeholders to negotiate high participation levels in research projects
- D. Be responsible for the organization and administration of data collection
- E. Administer psychological tests and questionnaires to children with hearing loss and their caregivers
- F. Oversee, coordinate, and implement quality control procedures as required
- G. Coordinate and implement data transfer, storage and processing in accordance with established policy
- H. Assist in dissemination of research
- I. Organize, conduct and participate in research meetings and undertake management and administrative duties to facilitate timely conduct and completion of research project goals
- J. Communicate with individuals and groups regarding research-related matters, and implement public relations activities as required
- K. Participate in cyclical performance management planning and review process and meet agreed operational objectives set for the performance period
- L. Apply Equal Opportunity and Staff Equity and Affirmative Action programs/plans and the Occupational Health and Safety Plan, principles and legislation in all aspects of work; and
- M. Perform other duties, commensurate with the level of this position, as required.

Selection Criteria

- Relevant undergraduate degree
- Postgraduate research qualification or high grade undergraduate degree
- Demonstrated work experience in research settings
- Demonstrated experience in administering psychological tests to children
- Demonstrated field management skills including the ability to successfully administer questionnaires and tests
- Proven excellent organization skills and the ability to prioritize and meet timelines
- Proven negotiation skills
- Proven excellent oral, written and interpersonal communication skills
- Proven ability to support a team of professionals
- Competence with, or the ability to quickly adapt to, WORD, EXCEL, and other work-related software
- Possession of a current driver's licence and willingness and ability to travel within metropolitan and/or regional areas
- Have an understanding and have participated in risk management processes.
- A demonstrated understanding of the principles of anti-discrimination, staff equity, occupational health and safety and other relevant legislation; and the willingness and capacity to implement equal employment opportunity and occupational health and safety plans, policies and programs.