

A more equitable world through better health.



POSITION DETAILS

TITLE	Senior Research Officer
CLASSIFICATION	SRO1: \$112,631 + super + salary packaging
TIME FRACTION	1.0 FTE (Full time)
CONTRACT TYPE	24 months
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home (Hybrid)
REPORTS TO	Manager, Surveillance & Evaluation Working Group
DIRECT REPORTS	Nil
LAST UPDATED	April 24

POSITION SNAPSHOT

The Senior Research Officer will be part of the Surveillance and Evaluation Working Group at the Burnet Institute. This key role will work on supporting the [Australian Collaboration for Coordinated Enhanced Surveillance of Bloodborne Viruses and Sexually Transmissible Infections \(ACCESS\)](#). They will join a dynamic and experienced group of researchers and practitioners, with a particular interest in HIV, viral hepatitis and sexually transmissible infections (STI). Whilst working across all of ACCESS, this role will have a specific focus on data analysis and data linkage.

KEY RESPONSIBILITY AREAS

1. RESEARCH IMPLEMENTATION AND ANALYSIS	<ul style="list-style-type: none"> Working with ACCESS, identify critical areas in ACCESS that require data linkage and develop a strategic approach and time line to implement data linkages Prepare, submit and manage data requests for linkage with external data custodians, prepare necessary ethical approvals and undertake the data linkage. Support the development of research proposals, grant proposals, support ongoing projects and provide leadership in dissemination initiatives Contribute to development and writing of reports to the funders, steering committee and the public, using data analysis (Stata/R) and data visualisation software (Tableau/PowerBI) Prepare submissions to journals, conferences and presentations Draft and edit reports, working with relevant activity managers/leaders or team members
2. PROJECT MANAGEMENT	<ul style="list-style-type: none"> Assist Working Group with coordination activities Coordinate stakeholder group and other relevant meetings Communicate and engage with local and international collaborators and stakeholders Develop and maintain project management documentation, including timelines, meeting notes and communicate progress to Working Group leadership.
3. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
Master's degree relevant to the field of public health, surveillance and/or epidemiological research	Essential
Previous experience in data linkage (MBS, PBS, registries, AIHW)	Essential
Previous experience in research administration and project support / coordination	Essential
Experience with data cleaning and analysis	Essential

Knowledge in the use of Stata, PowerBI or other statistical and data visualisation software.	Essential
Demonstrated experience with report writing.	Essential
Excellent interpersonal and communication skills including the ability to engage professionally with stakeholders.	Essential
Excellent organisational and time management skills, including attention to detail and being able to manage multiple research-related tasks.	Essential
Capacity to work well under minimal supervision, and willingness to contribute to broader research and administrative tasks	Essential
Experience with conducting health related research	Essential
A strong understanding of the epidemiology of bloodborne viruses and sexually transmissible infections in Australia.	Preferable
A driver's license valid in the state of Victoria	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

This position works to monitor progress towards disease elimination in BBV and STI.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au