



Job Title:	Clinical Research Project Officer	Job Number:	106
Division:	Australian Institute of Sport	Location:	Bruce, ACT
Branch:	AIS Operations	Grade:	6
Section:	AIS Medicine		
Reports to:	Chief Medical Officer		
Date of Effect:	November 2019		

Context	AIS Medicine provides system leadership and clinical support to Australia’s high performance system, including National Sporting Organisations (NSOs), the National Institutes Network (NIN), coaches and athletes. AIS Medicine operates on a flexible and agile model to provide the right support to the right athletes at the right time. All functions of AIS Medicine are aligned with AIS strategic objectives to achieve sustainable success of Australia’s high performance athletes in the international arena. AIS Medicine provides system leadership on matters of integrity, the health & welfare of athletes and excellence in delivery of clinical services.
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Primary Job Purpose	Provide leadership and specialist advice directed at managing the development, dissemination and implementation of evidence-based documents, research projects and outcomes in clinical matters affecting athletic performance, integrity and athlete safety and welfare. Support and drive efforts to promulgate evidence-based best practice in sports medicine and physical therapies throughout the Australian high performance sport system.
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Job Responsibilities	<ol style="list-style-type: none"> In consultation with the CMO and Lead Physiotherapist, drive and implement the organisational strategic agenda to achieve strategic outcomes. This includes: <ul style="list-style-type: none"> Exercising professional judgement in leading, managing, identifying and influencing the creation of evidence-based documents and clinical research projects relating to sports medicine and physical therapies practice; Working with strategic partners of the AIS and ASC in the areas of sports medicine and physical therapies to disseminate position statements and other evidence-based documents to enhance standards of clinical care and optimise athlete availability; Managing and facilitating engagement with the Australian high performance sports medicine and physical therapies network, developing relationships to increase the capability of the AIS to deliver leading edge outcomes for sport in injury prevention. Monitoring and assessing clinical research outcomes to ensure continuous improvement in injury/illness rates; and Supporting the CMO role through provision of scientific data and information to inform AIS/ASC public statements on matters of clinical practice, integrity and athlete safety and welfare. Assist in the development and implementation of sustainable business development plans, strategies and systems. Assist in the development and implementation of frameworks, policies, guidelines and other resources that deliver business outcomes for the AIS/ASC. Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.
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People Management	No
Budget Management	Assist the CMO in management of the AIS Medicine budget.

JOB HOLDER CAPABILITIES

Qualifications and Experience	<ul style="list-style-type: none"> • Tertiary qualifications, including PhD, and demonstrated experience in a biomedical science discipline. • Demonstrated record of providing leadership and management to achieve high personal and team performance and meet organisational and business objectives. • Extensive experience in operating in research project management in a high performance environment, including strategic and operational planning and implementation. • Demonstrated capacity to provide timely, compelling and concise advice to inform executive members and senior management to support decision making.
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Key Behaviours	<ul style="list-style-type: none"> • Relating & Networking: Establishes good relationships with customers and staff; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Manages conflict; Uses humour appropriately to enhance relationships with others. • Presenting & Communicating Information: Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence: Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility. • Writing & Reporting: Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience. • Learning & Researching: Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation). • Planning & Organising: Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones. • Adapting & Responding to change: Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents.
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<p>Note:</p> <ul style="list-style-type: none"> • This position is required to travel domestically and/or internationally. • This position requires/may require weekend work, or outside ordinary work hours.
