A. Job Purpose
The position holder is responsible for the coordination of operations required for the ARC Linkage Project: “Economic, environmental and social psychological evaluation of independent senior living alternatives in Australia”.

B. Duties

Finance
- Monitoring project budget and Project expenditure on a periodical basis
- Track and evaluate the use of financial resources within the Project
- Action the payment of invoices are paid in a timely fashion

Human Resources
- Supervise and coordinate work of research assistant(s) to provide direction and feedback to staff on work output

Communication
- Ongoing liaison with 25 industry partners
- Liaise and provide advice to the chief investigators of the Project on issues such as budgetary performance, research output and the allocation of resources
- Liaison with UNSW Research Office as required
- Liaison with Project Advisory Board

Data Collection
- Coordinate the development of questionnaires for the collection of data for the project
- Manage the interviewing process in relation to survey/focus group/individuals as required
- Assist with focus group facilitation
- Assist with data input into the database
- Provide direction and advice on data analysis in relation to the Project and interpret data collection results
- Assist with the organisation of data sites and participants
Assist with the organisation of travel to and from data sites as required

General
- Manage the day-to-day organisation of the project
- Assist with the preparation of key Project reports quarterly, semi-annually and annually
- Cooperate with all health and safety policies and procedures of the University and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the University.

C. Statistics
The research team comprises 4 chief investigators and 1 partner investigator. The project coordinator may supervise 1 or 2 research assistants. The total value of the project over 3 years (2006-08) is approximately AU$900,000.

D. Reporting Relationships
- The project coordinator’s primary supervisor will be Dr David Kennedy.
- This position will supervise casual research assistants, employed as required.

E. Principle Accountabilities
- Ensure that the study’s objectives are met in a timely and accurate manner
- Maintain effective relationships with investigators, partners, and other members of the team
- Ensure that data collection and analysis is at all times accurate and timely in accordance with the Project timelines

F. Minimum Education Required
This role requires an (preferably) Honours graduate with significant research experience and advanced interviewing skills.

G. Selection Criteria

Essential Criteria
- A sound knowledge of research methods, preferably with experience in a similar role
- Excellent communication skills, together with the ability to liaise with a wide variety of stakeholders
- Demonstrated attention to detail
- The ability to prioritise own workload and manage a wide variety of tasks
- Proficient computer skills, including Microsoft Excel, as well as the ability to manage data analysis, preferably with SPSS or a similar quantitative analysis program
- A proven ability to work independently, and capacity to meet deadlines must also be demonstrated.
- Knowledge of OHS responsibilities and commitment to attending relevant OHS training

Desirable Criteria
- An interest in senior housing or in gerontology in general is an advantage.