Position Description

Position title:	Research Administrator
Department:	Women's Health
Classification:	Administrative Officer Grade 6 (AO61-AO65)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025–2027
Reporting to:	Pelvic Pain Clinic Lead

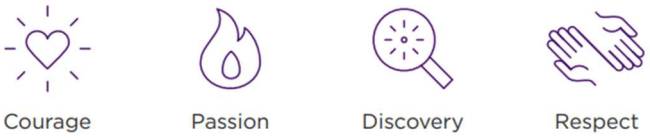
About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is **'Creating healthier futures for women and babies'**. Our values are:



The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with

disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

About the team

The role reports to and is supported by two team leads, a clinician researcher and a senior clinician, both experienced in the evidence and management of pelvic pain.

Position purpose

Background and Purpose of the Role

Chronic Pelvic Pain (CPP) is common, frequently under-recognised, and often poorly managed, leaving both patients and clinicians without a clear, trustworthy summary of what the evidence supports. This project will select and collate published research on female CPP to develop two sets of evidence-based educational resources: 1) plain-language resources for people experiencing pelvic pain, and 2) clinically-oriented information and tools for the clinicians treating them.

The Research Administrator will collect, collate and translate research literature into material that is accurate, current and usable by both audiences. This work will be informed by co-design processes and supported by the research and clinical expertise of the project leads.

Evaluation of the project will involve Quality and Improvement processes to assess satisfaction with the resources.

Key responsibilities

Evidence review

- Design and run systematic searches for published research on female chronic pelvic pain (e.g. via PubMed/Medline, Embase, CINAHL, Cochrane Library)
- Screen and select relevant studies against agreed inclusion/exclusion criteria
- Critically appraise study quality and risk of bias using established tools (e.g. GRADE Cochrane Risk of Bias, CASP)
- Synthesise findings into evidence summaries and tables that support both the patient-facing and clinician-facing resources

Co-design and implementation

- Liaise with consumers (people with lived experience of pelvic pain) and clinicians to co-design resource content and ensure it meets their needs
- Contribute to the implementation strategy for how the resources will reach patients and clinicians
- Support evaluation of the resources once developed, including gathering and analysing feedback

Administration and governance

- Maintain Quality Assurance documentation and processes for the project
- Manage project data in REDCap, including data entry, extraction and record-keeping
- Report back to project leads regularly on progress.

Key Performance Indicators (KPI's)

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

Key selection criteria

Essential Criteria

- Current AHPRA registration or tertiary qualification in a health, clinical or biomedical field.
- Demonstrated experience across the stages of a research/quality project, including searching for and evaluating published evidence, co-design, contribution to implementation strategies, and evaluating outcomes.
- Experience with Quality Assurance activity documents and processes.
- Strong written communication skills, with the ability to translate research evidence for both lay and clinical audiences.
- Project management skills including
    - Strong communication skills both verbally and in written form.
    - Experience managing relationships with stakeholders and supervisors
    - Strong skills in problems solving and decision making
- Time management skills
- Strong skills in MS office software and secure information data storage.

Desirable Criteria

- Clinical experience in pelvic pain or a closely related women's health area.
- Formal training in systematic review methodology (e.g. GRADE, PRISMA, Cochrane methods).
- Experience and skills in REDCap database management or the ability to undertake REDCap training at commencement of employment.
- Prior experience developing patient education materials or clinical resources.
- Experience working within a multidisciplinary or consumer-partnered research project.
- Knowledge and understanding of sensitive and complex issues affecting women's health policy and service delivery, and sensitivity to community perspectives.
- Knowledge of the Victorian healthcare system and the funding models that underpin it
- Experience working with diverse groups within the community.
- Knowledge of person/patient centred care and/or experience design principles.

Attributes:

- Team player who understands the value of sharing information, develops and maintains constructive relationships and shows commitment to team objectives.
- Self-motivated and ability to get on with tasks proactively.
- Deal with concepts and complexity comfortably and able to balance competing and / or conflicting priorities.
- Confident and enthusiastic in involving and engaging frontline staff and consumers.
- Strong creative problem-solving and decision-making skills.
- Ability to set realistic deadlines, drive results to achieve timelines.
- Focus on quality with attention to detail and achievement of successful outcomes.
- Demonstrates commitment to the Women's Declaration and embodies the Women's values of courage, passion, discovery and respect.
- Ability to think strategically and ensure there is systematic and competent consideration of mid and long term issues.

Organisational relationships

Internal relationships

- Project leads
- Pelvic Pain multidisciplinary team
- Relevant clinical staff

External relationships

- Consumers and people with lived experience
- External clinicians and healthcare professionals involved in co-design

Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

Physical demands	Frequency
Shift work – rotation of shifts – day, afternoon and night	Not Applicable
Sitting – remaining in a seated position to complete tasks	Prolonged/Constant
Standing- remaining standing without moving about to perform tasks	Rare
Walking – floor type even, vinyl, carpet,	Occasional
Lean forward/forward flexion from waist to complete tasks	Rare
Trunk twisting – turning from the waist to complete tasks	Rare
Kneeling – remaining in a kneeling position to complete tasks	Not Applicable
Squatting/crouching – adopting these postures to complete tasks	Not Applicable
Leg/foot movement to operate equipment	Not Applicable
Climbing stairs/ladders – ascending and descending stairs, ladders, steps	Occasional
Lifting/carrying – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Rare
– Heavy lifting and carrying – 10 – 20 kilos.	N/A
Push/pull of equipment/furniture – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Rare
– heavy push / pull forces over 20 kg	Not Applicable
Reaching – arm fully extended forward or raised above shoulder	Rare
Head/neck postures – holding head in a position other than neutral (facing forward)	Rare
Sequential repetitive actions in short period of time	
– Repetitive flexion and extension of hands wrists and arms	Prolonged/Constant
– Gripping, holding, twisting, clasping with fingers/hands	Prolonged/Constant
Driving – operating any motor-powered vehicle with a valid Victorian driver's license.	Not Applicable

Sensory demands	Frequency
Sight – use of sight is integral to most tasks completed each shift	Prolonged/Constant
Hearing – use of hearing is an integral part of work performance	Prolonged/Constant
Touch – use of touch is integral to most tasks completed each shift	Prolonged/Constant

Psychosocial demands	Frequency
Observation skills – assessing/reviewing patients in/outpatients	Not Applicable
Problem solving issues associated with clinical and non-clinical care	Not Applicable
Working with distressed people and families	Not Applicable
Dealing with aggressive and uncooperative people	Not Applicable
Dealing with unpredictable behaviour	Not Applicable
Job demands – high workload, tight deadlines, and competing priorities	Frequent
Exposure to traumatic or distressing content or situations – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Not Applicable
Role specific considerations Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	

Definitions used to quantify frequency of tasks/demands as above	
Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	0% of time in the position

Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

Vaccination requirements

As this role does not have direct patient contact, employees are strongly encouraged (although not required) to be vaccinated against COVID-19, influenza, whooping cough (pertussis), chicken pox and MMR (measles, mumps, rubella).

Declaration

By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.

Developed date: November 2026

Developed by: Karin Jones & Helena Frawley

Date of next review: November 2027
