

Position Description – Qualitative Research Officer

We are here to

Enable people to make and act on the best decisions about medicines, health technologies and other options for better health and economic outcomes.

Our work will

Ensure people can access the best care and achieve the best value, considering individual circumstances.

Courage Customer Centricity Collaboration Integrity Accountability

About the role – Based in Sydney

NPS MedicineWise has established an excellent reputation for our work in programs, products and services to improve the quality use of medicines, medical tests and health technologies in Australia. The Qualitative Research Officer is responsible for conducting qualitative research to inform the prioritisation, design and development of NPS MedicineWise national educational programs and other medicine and medical test initiatives. The research involves identifying, discussing, and synthesizing information from a wide range of sources into comprehensive reports and publications, including communicating those findings to key internal and external stakeholders.

Key responsibilities

1. Lead the development, implementation, analysis and communication of qualitative research activities to determine factors influencing the uptake of medicines, medical tests and health technologies, including developing surveys, conducting in-depth interviews, analysing findings, and reporting outcomes.
2. Contribute to the writing and editing of research reports and needs analyses. This includes identifying and synthesising information on medicines, medical tests and other health topics from the scientific literature and other sources into reports that are accurate, balanced, objective and evidence-based, to assist in decisions about the target audiences, direction, interventions and key messages for national education programs and other initiatives.
3. Contribute to health technology and pharmacovigilance assessment reports for internal and external stakeholders, including evidence-based reviews of medicines, medical tests, and other health topics.
4. Partner with other areas of the business to support their efforts to provide high quality information for inclusion in research reports and publications.
5. Communicate the findings of research assessments and reports to relevant NPS MedicineWise staff, advisory group members, and other key stakeholders as appropriate.
6. Build relationships and participate in meetings with relevant advisory groups, technical committees, and other key internal and external stakeholders.
7. Contribute to the development and implementation of processes to ensure information is gathered and reviewed in a way that ensures the delivery of high quality, high value reports to the organisation and its customers.
8. Continually monitor changes in the environment which may impact upon current or future work being undertaken at NPS MedicineWise and advise of any potential risks or opportunities associated with these.

General corporate responsibilities

9. To carry out responsibilities in the role in a manner consistent with NPS MedicineWise competencies and values.
10. To proactively work towards and meet agreed annual and interim performance indicators.
11. Take responsibility for Workplace Health and Safety in accordance with policy and relevant legislation.

12. To be aware of responsibilities to identify, reduce and report risks to our business in accordance with the NPS MedicineWise Risk Management Policy.

Challenges you'll encounter

- Maintaining a current awareness of relevant knowledge for evidence-based research, focusing on qualitative research methodologies and activities.
- Coordinating and prioritising workload, to ensure the delivery of accurate content within tight timeframes.
- Building and maintaining relationships with internal and external stakeholders and reviewers who may have diverse viewpoints and interests (including NPS advisory groups and clinical expert reviewers).

You'll report to

Formative Research Manager

Role Requirements

- Honours or Postgraduate qualifications in a health field (for example, medicine, laboratory sciences, public health, nursing or pharmacy).
- Experience in undertaking qualitative research, including in-depth interviews and qualitative analysis.
- An understanding of health services and an in-depth understanding of the principles of evidence-based practice.
- Experience in rigorously searching medical, pharmaceutical, and grey literature using common databases and best-practice methods.
- Excellent critical appraisal skills and ability to interpret clinical study results.
- Demonstrated relationship management skills including the ability to address the needs of multiple stakeholders.
- Demonstrated excellent written and oral communication skills.
- Proven ability to critically analyse problems and situations to recommend appropriate solutions.
- Strong organisational and project management skills.
- Ability to work autonomously as well as within a team.
- Demonstrated high level computer literacy including MS Office.

Role Desirables

- Understanding of quality use of medicines and medical tests.
- Experience with NVivo or equivalent qualitative research software.
- Experience within the Australian, Canadian, or UK evidence-based medicine market or related health care sector (for example, government, academia, pharmaceutical industry).
- Experience in medical writing for health professionals and/or consumers.
- Previous experience in a similar role.

Last updated: 13MAR2019
