



## Research Officer Identified

<b>Job Ad Reference:</b>	MS01671815		
<b>Status:</b>	Temporary Part time (Up to 12 months, 45.6 hours per fortnight with possible extension)		
<b>Unit/Department:</b>	Cancer Alliance Queensland, Division of Cancer Services		
<b>Location:</b>	Burke St Centre, Woolloongabba, Metro South Hospital and Health Service		
<b>Contact:</b>	Victoria Donoghue (07) 3176 4400	<b>Salary range:</b>	\$61.21 to \$65.56 per hour
<b>Classification:</b>	AO6	<b>Closing date:</b>	Wednesday, 21 January 2026
<b>Online applications:</b>	<a href="https://metrosouth.health.qld.gov.au/job-vacancies">https://metrosouth.health.qld.gov.au/job-vacancies</a>		

\*\*Applications from third parties will not be accepted\*\*

The [Aboriginal and Torres Strait Islander Health Workforce Strategic Framework 2016–2026](#) aims to increase the Aboriginal and Torres Strait Islander workforce across all occupations and levels of employment within Queensland Health. This in turn will support the broader economic and social well-being of Aboriginal and Torres Strait Islander Queenslanders.

### Purpose of the role

The purpose of this role is to coordinate participant recruitment, onboarding and data collection for the First Nations Cancer Cohort Study (CanCo).

### About the First Nations Cancer Cohort Study

CanCo is a new study, led by The University of Queensland in partnership with Cancer Alliance Queensland (CAQ). This role is based within the Metro South Hospital and Health Service, Queensland Health.

The aim of the study is to establish a prospective and perpetual population-based cohort of First Nations Peoples diagnosed with cancer and their caregivers (CanCo), from diagnosis and throughout survivorship.

### Your key responsibilities

- **Participant Management:** Identify, contact and recruit eligible participants (First Nations cancer patients and their caregivers), following all recruitment protocols, including obtaining informed consent.
- **Data Collection and Integrity:** Conduct data collection via phone. Maintain the integrity and accuracy of the study database by performing regular data checks.
- **Record Keeping:** Maintain detailed, accurate records including document management, scheduling and remuneration.
- **System Maintenance:** Contribute to the maintenance, review and updating of tracking systems as needed.
- **Ethical Compliance:** Adhere to all relevant policies, protocols and Human Research Ethics approvals, regarding privacy, confidentiality and data security.
- **Maintain regular effective communication** with the project teams based at CAQ and The University of Queensland.
- **Assist in the activities** associated with meetings, deadlines and report requirements.
- **Demonstrate high level interpersonal communication skills**, both verbally and written, to manage day-to-day interactions and support effective project delivery and problem solving.
- **Ensure patients and other staff** are treated fairly and with mutual respect and understanding, regardless of cultural, religious, ethnic and linguistic backgrounds, gender, identity, ages or abilities.

- Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.

## Mandatory qualifications, professional registration and other requirements

- Under s25 of the *Anti-Discrimination Act 1991 (Qld)*, there is a genuine occupational requirement for the incumbent to be Indigenous to the Aboriginal or Torres Strait Islander Community.
- **Vaccine Preventable Disease (VPD):** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment ([Health Employment Directive No. 01/16](#)):
  - measles, mumps, rubella (MMR)
  - varicella (chicken pox)
  - pertussis (whooping cough)
- The person appointed to this role will be required to share their time between the First Nations Cancer and Wellbeing Research Program team, located at UQ School of Public Health, Herston and CAQ, Burke St Centre, Woolloongabba.
- While not mandatory, the following is highly desirable:
  - A relevant qualification + experience in a health-related discipline (e.g., Nursing, Health Practitioner, Public Health, Health Informatics).
  - Previous research project coordination experience
  - Previous experience working with Aboriginal and/or Torres Strait Islander people with cancer or other complex healthcare needs

## Are you the right person for the job?

How we do things is as important as what we do, therefore within the context of the responsibilities described under 'Your key responsibilities,' the ideal applicant will be someone who can demonstrate the following:

<b>Customer Focus</b>	Remains accessible to participants and uses strong communication skills to understand participants' needs and deliver an organised service that meets their expectations.  Demonstrated experience and ability to deliver high quality services to all team members.
<b>Emotional Intelligence</b>	Ability to understand, use, and manage their own emotions in positive ways to relieve stress, communicate effectively, empathise with others, overcome challenges and defuse conflict.
<b>Continuous Learning</b>	Are self-motivated and proactive about own continuous learning, developing and participating in internal and external training and networks and applying knowledge within the workplace.  Fundamentally understands systems, proactively looks for quality improvement opportunities and embraces changes to these systems.
<b>Information Technology</b>	High level of computer literacy including Microsoft products (Word, Excel, Outlook, Teams), with a demonstrated ability to rapidly learn new systems.
<b>Problem Solving</b>	Uses good analytical skills, strong problem-solving skills and a logical approach to achieve outcomes  Risk manage work to identify potential risks to the project and the organisation.

<b>Work Values</b>	Demonstrates honesty, integrity and respect for all patients, carers and staff.  Demonstrated ability to build and maintain appropriate relationships with team members.
<b>Clinical/Specialist/Technical Knowledge</b>	Experience with recruitment and data collection relevant to a research setting.  Understanding of privacy and ethical considerations pertaining to patients and research participants.

## How to apply

A person who is not an Aboriginal and/or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role. Please provide the following information to the panel to assess your suitability:

1. Written assertion of Aboriginal and/or Torres Strait Islander descent or provide documentary evidence attesting to Aboriginal and Torres Strait Islander descent.
2. A short written response (maximum 1-2 pages, dot points acceptable) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key attributes and responsibilities and meet the key skill requirements.
3. Your current CV or resume, including two referees. You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and one should be your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
  - Late applications cannot be submitted online. For a late application to be considered, please arrange approval and submission via the contact person.
  - Applications will remain current for 12 months or for the duration of the vacancy. Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process.
  - Only those persons eligible to work in Australia may be employed by Queensland Health. Prospective employees are required to provide proof of identity and documentary evidence of their [right to work in Australia](#).

## Requirements for Identified positions

For administrative purposes, in relation to an Aboriginal and/or Torres Strait Islander identified role, an Aboriginal and/or Torres Strait Islander person is a person who identifies as an Aboriginal and/or Torres Strait Islander person and is either:

- a) of Aboriginal and/or Torres Strait Islander descent; **or**
- b) accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which he or she lives.

When filling an Aboriginal and/or Torres Strait Islander identified role, Metro South Health may choose to either:

- a) accept the written assertion of an applicant of their Aboriginal and/or Torres Strait Islander descent; **or**
- b) require an applicant to provide as part of their formal application, documentary evidence attesting to their Aboriginal and Torres Strait Islander descent.

[Public Service Commission - Commission Chief Executive Guideline 02/13: Evidence of attribute – Aboriginal and/or Torres Strait Islander identified roles](#) provides further information.

## Your employer We are Metro South Health

We are the major public healthcare provider for Brisbane's south side, Logan, Redlands and the Scenic Rim. We operate five major hospitals and a range of community, specialty and state-wide healthcare services. We are renowned for teaching and research excellence.

We are truly dedicated people who care about our community. We come to work to make a difference. We save lives, changes lives and make the world a better place. We overcome the many challenges that come our way by going above and beyond and achieve the best possible outcomes by working together. We are bold, innovative, collaborative, inspiring.

We are part of and proud of the community we serve. We are *better together*.

## Our values

**Our values of Integrity, Compassion, Accountability, Respect, Engagement and Excellence**, shape our culture. Our values guide our day-to-day decision making and are fundamental to what we care about as a health service, how we behave, how we interact with each other and provide care to the many patients who come through our doors every day.



**INTEGRITY**

We are authentic, truthful, and transparent, and strive for equity for all.



**COMPASSION**

We care for one another and ourselves with empathy, kindness and support.



**ACCOUNTABILITY**

We are accountable for our decisions, actions and behaviour.



**RESPECT**

We foster an environment of safety, civility, and inclusion.



**ENGAGEMENT**

We are one team working together to achieve our best outcomes.



**EXCELLENCE**

We empower each other and inspire innovation to deliver excellence.

## Diversity and inclusion

We are the most culturally diverse area of Queensland with 28.5% of the community born overseas and 16% from non-English speaking countries. Our employees proudly reflect the community in which they work. At Metro South Health 20.5% of staff identify as coming from non-English speaking backgrounds.

Having a workforce that reflects and understands the needs and expectations of our community is important to delivering safe, kinder, and more inclusive care.

We recognise our strength comes from the diversity of our people and so we encourage people of all genders, ethnicities, ages, abilities, languages, sexual orientation and family responsibilities to apply.

We are committed to creating a diverse and inclusive workplace for our people and our community.

## Flexible working arrangements

Metro South Health supports and encourages work-life balance for the mutual benefit of Metro South Health and its employees. Work-life balance is about a person's ability to manage their paid work commitments with their career goals, personal, community and cultural responsibilities. Through flexible working arrangements such as leave, flex time accrual or a reduction in working hours, there is an opportunity to match the individual's requirements with those of the workplace – delivering quality health services.

## Additional information

For further information about this opportunity and the benefits and conditions of working at Metro South Health please refer to the **Information for Applicants** document attached with this SmartJobs advertised vacancy.