

***Project Officer,
Australian Centre for Asthma Monitoring***

Applications are invited from suitably qualified and experienced individuals for the position of Project Officer at the Australian Centre for Asthma Monitoring (ACAM). This is a full time temporary appointment for one year at the Woolcock Institute of Medical Research, located in Glebe, Sydney. There is a possibility of continuing employment beyond a year, subject to performance and funding.

ACAM operates within the Woolcock Institute of Medical Research, a leading Australian breathing and sleep research organisation, and is a collaborating unit of the Australian Institute of Health and Welfare. It contributes to reducing the burden of asthma in Australia by developing, collating and interpreting data relevant to asthma prevention, management and health policy.

The successful applicant will work closely with the Director, Clinical Adviser, Senior Epidemiologist and biostatisticians of the Australian Centre for Asthma Monitoring to complete the work program requirements of the Centre. Tasks include contributing to the preparation of epidemiological reports relevant to the objectives and expected outcomes of the Centre, assisting with data collation and conducting reviews of existing epidemiological literature, reports and online data sources.

A salary package will be negotiated commensurate with qualifications and experience. The Woolcock, as a not-for-profit organisation, has a favourable taxation status which allows it to offer very attractive salary packaging benefits to employees.

Essential criteria

- Graduate in health or social sciences field.
- Demonstrated high level oral and written communication skills.
- Demonstrated experience conducting literature reviews using a variety of sources and synthesising large amounts of information.
- Experience in simple data analysis.
- Ability to work within a team with minimal supervision.
- Demonstrated experience in interpretation of, and reporting on, data.
- Sound knowledge of MS Office applications.

Desirable criteria

- Knowledge about asthma epidemiology and/or management strategies
- Evidence of knowledge and experience in epidemiology and/or related areas.
- Experience with the use of graphical, desktop publishing or spreadsheet software.

Enquiries: Please call 02 9114 0467.

Applications addressing selection criteria to the Human Resources Manager:

Ms Edith de Boer, (email edithdeboer@woolcock.org.au)

Woolcock Institute of Medical Research, PO Box M77, Missenden Rd NSW 2050.

Applications close: 5pm, Friday 5th February 2010.