

## RESEARCH OFFICER

**\$63k package inclusive of superannuation and tax free benefits**

- **Sydney CBD location**
- **Leading eye health charity**
- **Career growth opportunity**

Macular Degeneration (MD) is the leading cause of blindness and severe vision loss in Australia. The Macular Degeneration Foundation is the peak charity working to fight the disease. The Foundation has grown significantly since its formation in 2001 and its focus on research has expanded in line with that growth.

The Foundation is seeking a Research Officer with at least 1-2 years experience to undertake its research projects with key duties as follows:

### Internal Research

- Design, develop and execute the Foundation's internal research projects:
  - Liaise with key stakeholders
  - Co-ordinate the logistics of project delivery (printing, mailouts etc)
  - Co-ordinate data entry (either in-house or outsourced)
  - Undertake data analysis or co-ordinate its outsourcing
  - Prepare project reports as required
  - Maintain project budgets

### External Research

- Co-ordinate ongoing external research, eg Galaxy polls
- Co-ordinate major special research projects, eg Access Economics research
- Co-ordinate and assist to develop the new project of funding researchers in 'Finding Reasons, Finding Answers' for MD
- Prepare reports on all research initiatives as required

### Statistics

- Co-ordinate the collection of accurate statistical records of the Foundation's activities including: calls to the 1800 Helpline number, website hits, materials distributed, education sessions, media.
- Provide statistical reports as required

### Program Evaluations

- Preparation of program evaluation reports, including co-ordination of data entry, and the data analysis and report writing and design.

### Information Resources

- Maintain knowledge base on all aspects of MD and latest developments on the disease
- Maintain and update Research webpage
- Maintain and update MD Foundation library

### Other

- Along with all other Foundation staff, provide telephone support, advice and information regarding MD to callers
- Assist with education program, including giving talks, as required

**Required Skills**

- At least 1-2 years experience in a research role
- Proficient IT skills, particularly Excel, Word, PowerPoint and SPSS
- Excellent communication skills, both written and verbal
- Highly organised and able to manage and deliver multiple projects

This role offers the opportunity to work in a small, dynamic team in a rewarding and lively environment.

All applications must include a resume and a covering letter.

Closing date: 23 July 2010

For more information on this role contact: Lucy Walker, General Manager, 02 8268 8403

To submit an application email: [gm@mdfoundation.com.au](mailto:gm@mdfoundation.com.au)