

**UNIVERSITY OF OTAGO  
ŌTĀKOU WHAKAIHU WAKA**

**JOB DESCRIPTION**

<b>ROLE TITLE:</b>	Cohort and assessment manager.
<b>DEPARTMENT:</b>	Christchurch Health and Development Study (CHDS), Department of Psychological Medicine.
<b>SCHOOL / DIVISION:</b>	University of Otago, Division of Health Sciences.
<b>REPORTS TO:</b>	Director, Christchurch Health and Development Study.
<b>DIRECT REPORTS (FTE):</b>	0.4FTE.
<b>INDIRECT REPORTS (FTE)</b>	None.

**1. PRIMARY PURPOSE OF THE ROLE:**

To coordinate the day-to-day operations of the CHDS Age 50 assessment, including participant scheduling, logistical coordination, and stakeholder communication to ensure successful completion of the assessment for the whole cohort.

**2. ACCOUNTABILITIES:**

- Coordinate day-to-day operations for the Age 50 assessment phase, ensuring smooth and efficient delivery of assessment activities.
- Manage participant scheduling and communication, including liaising directly with study members to arrange assessment appointments.
- Liaise with the travel coordinator to organise travel and accommodation for participants attending from outside the Canterbury region.
- Support the Lead Interviewer with rostering and coordination of interviewer schedules.
- Coordinate participant reimbursements and ensure timely processing.
- Act as a key point of contact for study members, maintaining high standards of engagement and communication.
- Liaise with external investigator teams contributing to the Age 50 assessment phase.
- Coordinate equipment and logistical requirements for assessment activities.
- Assist with scheduling meetings and supporting general study coordination tasks.
- Oversee and maintain the CHDS website, ensuring content is current and accurate.
- Manage CHDS social media presence and contribute to engagement with mainstream media as required.

**3. KEY RELATIONSHIPS:**

Internal:

- CHDS Director.
- CHDS Māori Co-Director.
- CHDS Principal Scientist.
- CHDS Lead Interviewer.
- CHDS research and administrative staff.

External:

- Study participants.
- External collaborating research teams.
- Media contacts (as required).

#### **4. QUALIFICATIONS & EXPERIENCE:**

##### Essential:

- Master's degree in a relevant science or health-related field.
- At least five years' experience coordinating complex, university-based research projects.
- Strong organisational and time management skills.

##### Preferred:

- Experience managing longitudinal cohort studies.

#### **5. TECHNICAL SKILLS & KNOWLEDGE:**

##### Essential:

- Excellent interpersonal and communication skills.
- Ability to manage multiple tasks and competing priorities.
- Experience coordinating complex logistical processes.
- Familiarity with University research environments.

##### Preferred:

- Experience managing websites and social media platforms in a professional or research context.

#### **6. SPECIAL REQUIREMENTS:**

Ability to work flexibly to meet the operational needs of the assessment phase.

#### **7. DIRECT BUDGET ACCOUNTABILITY:**

- \$5,000 operational expenses.
- Other delegated authorities and discretionary spending to be agreed with HOD within \$50,000 budget.

#### **8. MĀORI STRATEGIC FRAMEWORK:**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

#### **9. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

**10. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

**11. SUSTAINABILITY:**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.