Position Description

Title: Research Assistant
HEW Level: 5

Faculty/Office: Faculty of Medicine and Health Sciences
Position Number: tba

Department/Team: Australian Institute of Health Innovation
Date: December 2014

Position Purpose: To provide research support for a range of research projects being undertaken within the Centre for Health Systems and Safety Research

ORGANISATIONAL CONTEXT

Macquarie University’s Faculty of Medicine and Health Sciences builds on our aspiration to have the nation’s first fully integrated Academic Health Sciences Centre under a university’s leadership. Such integrated approaches to patient care, discovery and workforce preparation are already well established within the United States, Europe and Asia. It brings together the excellent work of medical and allied health researchers across the University and around the country, with unparalleled access to the world-leading clinical resources and research facilities found only on our campus.

The Faculty of Medicine and Health Sciences offers postgraduate degree programs and contains a number of internationally recognised research centres and several clinical groups. The faculty has close links to the Macquarie University Hospital.

The Australian Institute of Health Innovation (AIHI) consists of three research centres that work in the separate but related areas of clinical governance, implementation science, health informatics, health services and health systems and safety. These are respectively the:

- Centre for Healthcare Resilience and Implementation Science (CHRIS)
- Centre for Health Informatics
- Centre for Health Systems and Safety Research

It is the largest grouping of health services researchers in Australia and one of the largest in the world. Its aim is to provide a productive culture and first class environment for health systems research, and it drives innovation and provides excellent capacity building opportunities for staff.

ORGANISATION CHART

Executive Dean
Direct report to DVC and member of the Executive

Director of the Centre for Health Systems and Safety Research (CHSSR)

Manager, Centre for Health Systems and Safety Research (CHSSR)

Professor

Research Assistant

Academic Staff

Administrative Assistant
### KEY ACCOUNTABILITIES

- Conduct literature searches and prepare bibliographies for use by principal researchers conducting research projects;
- Develop and maintain a database of literature directly relevant to specified research projects;
- Under general direction, assist in conducting research, primarily in the area of Australian health systems, using a variety of research techniques;
- Contribute to the development of ethics applications and grant applications with the aim of securing approval and funding for specific projects;
- Assist with the preparation of research data, documentation and reports for presentation and publication;
- Assist with data management and analysis, including computational and statistical analysis;
- Perform research administrative tasks as required;
- Comply with relevant EEO and WHS regulations;
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Professor, Centre for Health Systems and Safety Research</th>
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</thead>
<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Direct: nil</td>
</tr>
<tr>
<td></td>
<td>Indirect: nil</td>
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<tr>
<td>Key Direct Clients:</td>
<td>AIHI Academic staff of the Centre for Health Systems and Safety Research</td>
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<tr>
<td></td>
<td>MQ Research and Clinical staff in general</td>
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<tr>
<td></td>
<td>Commercial medical research organisations</td>
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<td>Government and non-Government health organisations</td>
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<tr>
<td>Other Key Relationships:</td>
<td>Macquarie University AIHI staff members</td>
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<td></td>
<td>Immediate team members</td>
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<td></td>
<td>MQ students</td>
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<tr>
<td>Budget Accountability:</td>
<td>nil</td>
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<td>Role-specific Conditions:</td>
<td>nil</td>
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<tr>
<td>Scope and autonomy</td>
<td>Work tasks may require interpretation, decisions and advice within the scope of defined systems, processes, procedures and techniques.</td>
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<tr>
<td>Problem solving</td>
<td>Draws on own knowledge and experience to analyse problems and develops and implements solutions.</td>
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<tr>
<td>COMPETENCIES</td>
<td>ATTRIBUTES</td>
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<tr>
<td>Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.</td>
<td>Personal qualities related to successful performance.</td>
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**Planning and Execution:** Managing time and resources to complete tasks and achieve objectives.

**Quality Focus:** Ensuring accuracy and quality when completing tasks.

**Service Focus:** Making students, staff, key contacts and their needs a priority.

**Analysis and Judgement:** Evaluating information and data to solve problems and make decisions.

**Communication:** Effectively grasping and conveying ideas and concepts to others.

**Teamwork:** Working in collaboration with others to achieve shared goals.

**Perseverance:** Persevering despite obstacles to ensure tasks are completed.

**Flexibility:** Responding effectively to unexpected or changing circumstances.

**Reliability:** Meeting commitments and responsibilities.

**Integrity:** Maintaining confidentiality, discretion and professionalism.
**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Bachelor degree in health or communications or related discipline and research experience, or an equivalent combination of relevant experience and/or education/training
- Computer skills including MS Office, internet based research and database management and research software (such as End Note)

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of AIHI research topics
- Knowledge of Australian Health Systems
- Knowledge of the University and funding bodies grant submission processes

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

- Working on academic research projects
- Conducting literature searches
- Writing or assisting with writing academic research papers (these, journal articles, book chapters)
- Proof-reading academic research papers
- Assembling presentations, poster and similar presentation materials

**Desirable**
- Experience with NHMRC grant submissions