POSITION DESCRIPTION

Research Assistant

<table>
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<tr>
<th>Position Level</th>
<th>Level 5</th>
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<tr>
<td>Faculty/Division</td>
<td>Science</td>
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<tr>
<td>Position Number</td>
<td>00090737</td>
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<td>Original document creation</td>
<td>February 2021</td>
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Position Summary

The Research Assistant will assist Professor Shinichi Nakagawa in all administrative tasks with regards to the management of the i-deel lab. The Research Assistant will also assist with the data management and literature research as part of the project ‘The impact of Per- and Poly-Fluoroalkylated Substances on Human, Animal and Environmental Health’. The Research Assistant will support and collaborate with Professor Nakagawa’s two Postdocs.

The role of Research Assistant reports to Professor Shinichi Nakagawa and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Work collaboratively with and assist Professor Nakagawa on all aspects of the project and lab management.
- Perform accurate data entry and analysis and maintain accurate notes on the development of procedures and protocols.
- Assist with administrative tasks such as organising travel, reconciling credit card expenses and conduct lab-related purchases.
- Collaborate with researchers and stakeholders associated with the projects and research group and participate in meetings and discussions as required.
- Assist with the preparation of academic papers and other documents for publication and dissemination.
- Work collaboratively with the two lab Postdocs.
• Perform other duties as requested by the supervisor.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience
• A degree with subsequent relevant experience to assist in the project and consolidate the theories and principles learned.
• Demonstrated knowledge and experience in systematic research of PFAS-related literature and data management.
• Demonstrated experience in conducting a research project (including experiment design, ethics applications, data collection, and record keeping).
• Excellent written and verbal communication skills.
• Excellent organisational and time management skills.
• Demonstrated skills in data entry with meticulous attention to detail and accuracy.
• Ability to work effectively as part of a team and independently in a research environment with people from diverse backgrounds.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.