POSITION DESCRIPTION

Research Assistant

Position Level 6
Faculty/Division Science
Position Number 00104938
Original document creation May 2022

Position Summary
The Research Assistant will play a key role in supporting multiple projects in dementia risk reduction and cognitive ageing led by Professor Kaarin Anstey, Director of the UNSW Aging Futures Institute within the School of Psychology, Faculty of Science. The position will involve working within a team, preparing research ethics applications, conducting literature reviews, data analysis, design and development of web-based risk assessment tools and surveys, conducting focus groups and supporting data collection for studies on age expectations.

The Research Assistant reports to the Director of the UNSW Aging Futures Institute and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Assist with the preparation and submission of applications for approval through institutional Human Research Ethics Committees, Risk Assessment and Safe Work protocols.
- Conduct literature reviews and support data synthesis relating to dementia risk reduction, and age expectations.
- Assist with the design and development of web-based surveys and risk assessment tools.
- Conduct multivariate data analysis of large datasets under supervision
- Assist with participant recruitment and with data collection for focus groups with consumers, surveys and lab-based assessments.
• Coordinate activities with research teams, assist with project reporting, managing assigned actions and follow-ups.

• Adhere to take part in relevant training on NHMRC research ethics guidelines, National Privacy Principles, and Responsible research conduct including data handling.

• 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

• Relevant tertiary qualification with experience in psychology or behavioural sciences including familiarity with survey and data collection methodologies.

• Demonstrated experience working in a research assistant role

• Demonstrated experience with preparation of applications for institutional approvals for ethics, risk assessments, research proposals or data sharing.

• Demonstrated aptitude for statistical analysis and a desire to further develop skills in data analysis

• Demonstrated interest in ageing and/or dementia risk reduction

• Experience developing web-based surveys or assessment tools

• Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.

• Highly advanced interpersonal, written and oral communication skills.

• Demonstrated experience providing effective customer service and support to clients at all levels.

• Highly proficient computer literacy with excellent skills in Microsoft Office applications.

• Ability to plan, organise and co-ordinate projects and tasks.

• 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.