POSITION DESCRIPTION

Research Assistant

Position Level	5
Faculty/Division	Medicine
Position Number	00097880
Original document creation	07 /10/ 2021 *ADMIN ONLY*

Position Summary

The Research Assistant will support the RuralKidsGPS project, which extends and adapts to rural settings a successful model of care developed within Sydney Children's Hospitals Network (SCHN): Kids Guided Personalised Service (KidsGPS).

The primary responsibility is to recruit and follow up children as part of the project's internal research and service evaluation activities. The Research Assistant will work within the Population Child Health research group, supporting research service on the RuralKidsGPS trial of care coordination for children with complex health care needs. The Research Assistant will carry out quantitative and qualitative research data collection within the Murrumbidgee LHD.

The role reports to the Professor of Paediatrics with no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of general administrative support including attendance at meetings and training sessions, data entry, expense reimbursement processing and responding to enquiries and referrals with regards to research studies.

- Develop and maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.

- Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings as required.

- Assist with the coordination of research activities and provide research support to meet project milestones.

- Carry out routine quantitative and qualitative research data collection.

- Assist with writing research reports and presentations.

- Collaborateand maintain partnerships with key government and non-government organisations, private practices and key universities to undertake the research and evaluation requirements of RuralKidsGPS.

- Collaborate with other research partners and key personnel and liaise with a diverse range of people including academics, general staff, students, front-line clinicians, government and non-government organisations and the community.

- 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 university degree in a relevant discipline or an equivalent level of knowledge gained through any other combination of education, training or experience.

- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.

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

- Demonstrated experience supporting and contributing to projects and initiatives.

- Experience in working with families either in a clinical or research capacity.

- Knowledge of the rural health environment and the key issues and challenges facing rural communities.

- Excellent written and verbal communication skills, with a high level of attention to detail and analytical abilities.

- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

- 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.