POSITION DESCRIPTION

Research Assistant

Position Level | 6
Faculty/Division | Science
Position Number | 00104928
Original document creation | May 2022

Position Summary

The **Research Assistant** will support activity on an NHMRC funded trial of online education and behavioural interventions involving older adults with early-stage dementia and their carers 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, assisting with study design, participant recruitment, setting up and conducting focus groups, data management, conducting assessment of outcomes, and supporting research activities for other cognitive ageing studies as required.

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.
- Assist with recruitment of participants with dementia and their care-partners, including liaising with a range of clinics, volunteer lists, dementia advocacy organisations, and community groups.
- With training, conduct structured interviews and standardised assessments with older adults with dementia and their care partners, manage recording and collection of sensitive data, and adhere to Good Clinical Practice guidelines.
- Design and conduct focus group interviews with study interventionists to evaluate the trial, assist with data recording, transcription and analysis.
• Assist with data collection across other research projects involving standardised assessment and interview of older adults.
• Assist with data cleaning, data analysis, report preparation and research presentations
• 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, Good Clinical Practice, 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 interest in ageing and/or dementia and experience working with cognitively impaired adults
• Experience conducting focus groups and handling, collecting and managing sensitive research data.
• Experience in data cleaning, statistical analysis and preparation of presentations
• Highly advanced interpersonal, written and oral communication skills, with demonstrated capacity to draft professional correspondence and project reports to a wide range of stakeholders.
• Highly proficient computer literacy with excellent skills in Microsoft Office applications, video-conferencing applications, (essential) and experience with survey data collection platforms such as Qualtrics and RedCap (desired).
• Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
• 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.