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POSITION DESCRIPTION

Research Assistant

Position Level	5
Faculty/Division	Medicine
Position Number	00089252
Original document creation	7/12/ 2020

Position Summary

The Research Assistant will provide research support to the projects within this study.

The Research Assistant will work as part of a multidisciplinary team of researchers in the area of gene therapy development for white matter disorders presenting as leukodystrophies. The position will provide technical and research assistance to senior research staff in activities associated with various research projects.

The role of Research Assistant reports to Postdoctoral Research Fellow and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist with the preparation of ethics applications, grant applications, abstracts, annual and progress reports and research outputs including reports and manuscripts for publication in high impact journals and correspond with ethics and research governance officers as required.
- Perform data collection, management and analysis systems; maintain accurate research database and records, statistical reporting, publication registers and research records; assist with data analysis and interpretation, and liaise with researchers and Chief Investigators.
- Assist researchers with routine data verification and data collection audits, research materials and other components of the projects.
- Perform general administrative duties including attending meetings and training sessions, attend to enquiries and referrals with regards to research studies, data entry, prompt mailing of correspondence, and arranging expense reimbursements.
- Perform neuroscience research activities, including genotyping, viral vector production, stereotactic surgery in pre-clinical models, pre-clinical behavioural testing.

- Histological and biochemical assays for brain pathology and confocal immunofluorescence imaging.
- 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

- Degree in biological sciences (or a related/relevant discipline), or an equivalent level of knowledge gained through any other combination of education, training or experience.
- Excellent neuroscience research skills, including practical experience in recombinant adeno-associated viral vector packaging and directed manipulation of gene expression in the CNS.
- Background in leukodystrophy functional genomics and pathophysiology in pre-clinical models.
- Experience in behavioural assessment of pre-clinical models of brain disorders.
- Excellent organisational skills and ability to prioritise own workload and work independently as well as an effective member of a team.
- High level interpersonal and negotiation skills including ability to liaise effectively with a diverse group of stakeholders.
- 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.