Position Description
Research Assistant

Position Level 5
Faculty/Division Medicine & Health
Position Number 00036572
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Position Summary
The Research Assistant provides effective administrative and research assistance to research studies investigating psychological and behavioural outcomes in childhood cancer survivors within the Behavioural Sciences Unit/School of Women’s & Children’s Health in the Faculty of Medicine.

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

Accountabilities
Specific accountabilities for this role include:

- Assist researchers with the preparation of ethics applications, grant applications, annual and other progress reports.
- Coordinate study participation managed via the REDCap survey platform, including survey mail outs and respondent follow ups.
- Coordinate the transcription of interviews with research participants.
- Data entry and coding of audio and/or video-recorded interviews and checking for accuracy.
- Perform research literature searches for relevant articles and assist with the preparation of manuscripts.
- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Draft agendas, minutes, correspondence, briefing notes and guidelines for specific committees and meetings as required.
• Develop and maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.

• General administrative duties including attending meetings and training sessions, prompt mailing of correspondence, arranging expense reimbursements, travel bookings, website and newsletter updates.

• Other appropriate tasks assigned by the supervisor, relevant and consistent with the position.

• 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 relevant tertiary qualification in health, psychology, science or a related discipline or an equivalent level of knowledge gained through a combination of education, training or experience.

• Previous experience providing research assistance for studies in a health-related field or clinical trials research is highly regarded.

• Previous experience in medical research and an understanding of the psychosocial implications of chronic illness in children.

• Demonstrated ability to maintain and organise complex filing systems including use of REDCap.

• Excellent interpersonal skills, with an aptitude to show understanding of the psychosocial issues faced by families affected by cancer.

• Demonstrated excellent written and verbal communication skills and academic writing skills.

• Proven ability to show attention to detail and commitment to quality, with evidence of ability to accurately plan, execute and document experimental research.

• Knowledge of and aptitude to learn various IT software, such as research-related computer programs (such as SPSS and Endnote).

• Demonstrated ability to be both self-directed and work in a multidisciplinary team.

• 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.

Pre-employment checks required for this position

• Working with Children Check

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.