POSITION DESCRIPTION

Research Assistant

Position Level 5
Faculty/Division Medicine & Health
Position Number 00098864
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Position Summary
A Research Assistant plays a key role within The Faculty of Medicine, School of Medical Sciences in providing practical research and administrative support for project teams and key stakeholders.

The role of Research Assistant is to assist with the research program of a team that works in the field of ocular diseases research with a major focus on corneal development and homeostasis, corneal diseases, corneal stem cell biology, and developing methods for detecting and quantifying various features within the cornea that could be developed into diagnostic tests laboratory animals and patients.

The role of Research Assistant reports to Director, Ocular Diseases Research and has 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.

- Assist with the preparation of ethics applications, grant applications, abstracts, annual and progress reports and research outputs.

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

- Contribute to research projects conducted by the group, including provision of support to undergraduate (ILP and Honours) and postgraduate (PhD) students undertaking research projects.

- Collaborate and maintain relationships with researchers and stakeholders associated with the projects and research groups, including participation in meetings as required.
• Perform data collection, management and analysis whilst maintaining accurate research database and records, statistical reporting, publication registers and research records.

• Assist with data analysis and interpretation, routine data verification and collection audits, research materials and liaise with researchers and the Chief Investigator.

• Assist with laboratory management including maintenance of equipment, maintaining stock levels of consumables, general laboratory tidiness.

• Contribute to the development of effective laboratory techniques including clinical monitoring of animals, molecular and biochemical assays and imaging that facilitate accurate downstream quantification.

• 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.

• Honours or equivalent qualifications in medical sciences, preferably in the ophthalmic related field.

• Demonstrated research experience in assays pertinent to detecting cells and protein and gene expression within ocular tissues including by immunofluorescence, molecular and biochemical assays.

• Experience with small animal handling and clinical monitoring and imaging.

• Excellent analytical skills with demonstrated understanding of experimental design and execution.

• Demonstrated ability to modify, adapt and establish new assays and technologies independently.

• Experience working with a range of computer systems and applications, including Zen, ImageJ, Excel, PowerPoint, etc.

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

• Demonstrated organisational skills with a meticulous approach, paying attention to detail, ability to prioritise tasks, meet deadlines, and manage time effectively.

• 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.

• Ability to understand and comply with the statutory privacy and ethical requirements for research on humans and animals.
• 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.