POSITION DESCRIPTION

Research Assistant

Position Level 5
Faculty/Division Medicine and Health
Position Number 00096102
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Position Summary
A Research Assistant plays a key role in supporting clinical research as part of a multidisciplinary team of researchers and clinicians in the area of mental health, including novel treatments for anorexia nervosa.

The position will provide technical and research assistance to senior research staff and clinicians in implementing a clinical trial of neurostimulation for anorexia nervosa. This will also involve working more widely within the Neurostimulation Team within the School of Psychiatry, based at the Black Dog Institute.

The role reports to the Research Associate/PD Fellow and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Assist in coordination, conduct and set up of research, including but not limited to preparation of ethics submissions, external contracts, study materials, project reports, meeting agenda/minutes.

- Liaise with research collaborators and stakeholders regarding project implementation and administration tasks including but not limited to project initiation, monitoring, progress.

- Assist in the training and delivery of treatment and study procedures involving novel treatments for mental health including transcranial magnetic stimulation and transcranial direct current stimulation and neuropsychological testing according to study protocols.

- Assist with the organisation of research groups, including the timetabling of staff and monitoring of study participants according to study criteria and protocol requirements.

- Assist with data management tasks including data entry, cleaning and monitoring data and analysis of relevant study databases.
• Assist with applications to and correspondence with research ethics committees and other regulatory bodies.

• Ensure ethics applications and research outputs including reports, presentations and manuscripts are prepared in a timely manner, corresponding with ethics and research governance officers as required.

• 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 Psychology or other related mental health discipline or an equivalent level of knowledge gained through any other combination of education, training or experience. Honours graduates would be highly desirable.

• Demonstrated capacity to conduct research as evidenced by involvement in other research projects and/or experience of data collection and participant interviews.

• Capability to learn and administer practical neurostimulation techniques.

• Proven research experience including record keeping skills (both paper and electronic), and the ability to work accurately and with excellent attention to detail.

• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

• Ability to prioritise own workload and work independently as well as an effective member of a team.

• Strong organisational skills including the ability to prioritise a range of tasks and meet deadlines.

• Strong computing skills with Microsoft Office and statistical computer programs.

• Previous experience working with patients with mental health conditions will be well regarded.

• 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.