POSITION DESCRIPTION

Research Assistant

Position Level | 5
Faculty/Division | Medicine & Health
Position Number | 00096195
Original document creation | 03/08/2021

Position Summary

The Research Assistant will provide administrative and research support to research staff within the NHMRC-funded Kids and Sibs High-Risk Bipolar Disorder Longitudinal Study. This study focusses on the predictors of the development of bipolar disorder in a high-risk population. This will involve working closely with colleagues and other researchers in conducting day to day activities at The School of Psychiatry.

The role reports to the Post-doctoral Fellow and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Interviewing study participants using diagnostic structured interviews.
- Assist with data entry and cleaning, and maintenance of study databases and records.
- Contribute to undertaking literature reviews as required and assist with drafting publications.
- Conduct statistical analyses and interpretation of data as required by the Project Supervisor.
- Other tasks as required to undertake the project, as requested by the Project Supervisor, or as required by UNSW staff procedures.
- 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;
- 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 disciplines; or an equivalent level of knowledge gained through any other combination of education, training or experience.
- Excellent time management and organisational skills with a proven ability to deal with multiple tasks; establish priorities and meet deadlines.
- Demonstrated experience in data management with excellent attention to detail. Previous experience with handling large and/or complex dataset will be highly regarded.
- Demonstrated experience in writing syntax (with SPSS and FileMaker), conducting statistical analysis (with SPSS), and interpreting output.
- Demonstrated experience conducting literature reviews, writing research reports, and reporting data analyses.
- Excellent verbal and written communication skills with highly developed interpersonal skills and ability to work with people from diverse backgrounds.
- Ability to work both independently and constructively in a team environment.
- Experience assessing psychiatric symptoms and using structured clinical interviews.
- 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.