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## POSITION DESCRIPTION

# Research Associate

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Position Level	A
Faculty/Division	Medicine & Health
Position Number	00099268
Original document creation	10/11/2021

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### Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures and prevention strategies that have the greatest chance of success.

The Research Associate is responsible for supporting the expansion of a national health surveillance network called ACCESS ([accessproject.org.au](http://accessproject.org.au)), which monitors blood borne viruses and sexually transmissible infections across Australia.

The role of Research Associate reports to Senior Lecturer and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Contribute to the preparation and maintenance of key study materials including the protocol, ethics application, funding applications, essential documents and study procedure manuals.
- Monitor and advise on maintenance of data integrity and implementation of study protocols, including installation and maintenance of data extraction software and management of data issues and coding.
- Conduct quantitative analyses of surveillance data, and assist to incorporate findings into briefings, submissions, policy papers and reports and into peer-reviewed publications as required.
- Provide interpretation of study documents and prepare reports and other associated documents for institutions such as ethics committees as required.
- Provide clear, accurate and timely advice to audiences with varying research literacy and seniority on the key findings of any analysis.

- Communicate key findings of analysis with clear, concise and accurate written or verbal reports.
- Contribute to the development of analysis plans and present study data at both national and international forums with private and public sector groups or agencies.
- Contribute to the preparation of proposed study budgets and obtain both financial and investigator agreements.
- Assist with the supervision of research students in the research area when required.
- Perform other duties as requested by your 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**

- PhD degree in a relevant discipline (e.g. public health, epidemiology, biostatistics) or a relevant Master's degree with substantial relevant experience in sexual health, evaluation and surveillance-based research and/or relevant work experience.
- Highly developed data analysis skills and experience in use of quantitative software packages, including demonstrated experience working with, analysing and managing large datasets.
- Demonstrated ability to conceptualise novel research questions in areas relevant to public health or health services research, and to develop these into research outputs.
- Demonstrated ability to undertake high quality academic research and conduct independent research with limited supervision
- Demonstrated research coordination skills including the preparation and execution of studies activities, from protocol development to data collection and analysis.
- Previous experience in HIV, sexually transmissible infections and public health is desirable.
- Excellent interpersonal and communication skills, with proven ability to build successful working relationships with a variety of people, both internal and external.
- 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**

- Verification of qualifications

#### **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.

