POSITION DESCRIPTION

Research Assistant

Position Level | 5
Faculty/Division | Medicine
Position Number | 00160393
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Position Summary

A Research Assistant plays a key role in supporting research projects as part of a multidisciplinary project team of researchers in the area of Implementation Science.

The position will provide administrative and research assistance to the project team in activities associated with a grant funded research project, conducted within the School of Population Health.

The role reports to the Associate Professor of Implementation Science and Health Systems supporting the Senior Project Officer and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research and administrative support to the project team, assisting in the conduct of research that advances the science of implementation, contributing where appropriate.
- Assist with the preparation and support the production of technical reports, manuscripts for publication and tenders or grants for external funding.
- Execute data cleaning and data management processes ensuring research integrity in research data.
- With support from the project team, assist with quantitative/qualitative data analyses as required by the research project.
- Proactively assist with the drafting of research reports, peer-reviewed publications submission processes, presentations, ethics applications and progress reports.
• Liaise with organisations, data custodians, stakeholders, and collaborators.
• Assist and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
• Facilitate and plan meetings, organise meeting invites, compile and distribute meeting agendas, take meeting minutes, and follow up on meeting actions.
• Support project administration and maintain accurate records in project documentation.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience
• A university degree in allied health, population health, psychology or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
• Understanding of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.
• Experience working with a range of computer systems and applications, including referencing software (e.g. EndNote), survey platforms and high level skills in Microsoft Office applications (Word, PowerPoint, Excel).
• Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.
• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
• 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.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
• 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.