POSITION DESCRIPTION

Research Assistant

Position Level 5
Faculty/Division Medicine & Health
Position Number 00098986
Original document creation 10/11/2021 ADMIN ONLY

Position Summary
The Research Assistant provides effective day-to-day Research Administration support within the Paediatric Infectious Diseases Group.

The role reports to Professor of Paediatrics and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Assist with the preparation of ethics applications, grant applications, abstracts, annual and progress reports and research outputs including reports and manuscripts for publication in high impact journals and correspond with ethics and research governance officers as required.

- Provide data collection, management and reporting; monitor study progress and progress of participant recruitment; and liaise with researchers.

- Assist researchers with data verification and data collection audits, research materials and other components of research projects.

- Coordinate study participants including scheduling appointments, procedures, attendance at follow up, assist in coordinating participant recruitment and assist with sample collection, processing, logging and storage.

- Administer, maintain and coordinate the logistical aspects of the research projects according to Good Clinical Practice and relevant Standard Operating Procedures, and monitor the progress of research activities.

- Collaborate and maintain relationships with researchers and stakeholders associated with the projects and research groups and participate in meetings and discussions as required.

- Perform general administrative duties including attending meetings and training sessions, attend to enquiries and referrals with regards to research studies, data entry, prompt mailing of correspondence, and arranging expense reimbursements.
• 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

• Relevant tertiary qualification in Science, Health Science, Nursing or a related discipline, with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Previous experience in clinical research, including coordinating and communicating with volunteer participants, and managing cohort databases and samples would be desirable,

• Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.

• Well-developed interpersonal and written and verbal communication skills.

• Demonstrated experience providing effective customer service and support to clients at all levels.

• Highly proficient computer literacy with excellent skills in Microsoft Office applications.

• Ability to make sound judgements and work both independently and as part of a team.

• Demonstrated experience supporting and contributing to projects and initiatives.

• 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.

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.