The Research Assistant will assist and contribute to existing and new projects within the Gastroenterology Research Group. The Research Assistant’s work will span a range of laboratory and administration work, and has the opportunity to interface with clinicians and patients. The position will work closely within a multidisciplinary team of clinical and research staff at UNSW and Sydney Children’s Hospital. The role of Research Associate reports to the Associate Professor and has no direct reports.

**Position Summary**

The Research Assistant will assist and contribute to existing and new projects within the Gastroenterology Research Group. The Research Assistant’s work will span a range of laboratory and administration work, and has the opportunity to interface with clinicians and patients. The position will work closely within a multidisciplinary team of clinical and research staff at UNSW and Sydney Children’s Hospital. The role of Research Associate reports to the Associate Professor and has no direct reports.

**Accountabilities**

Specific accountabilities for this role include:

- Contribute as a team member in running a wide range of laboratory-based activities (e.g. handling of biological samples, biobanking, PCR, ELISA, RNA/DNA extractions, processing for metagenomics, metabolomics and proteomics analyses).
- Carry out basic laboratory housekeeping and support services including basic equipment maintenance, and delivery of lab consumables. Ensure equipment, instruments and glassware washing, disinfecting.
and cleaning is to a high standard according to guidelines. Dispose of hazardous, non-hazardous and biomedical waste in accordance with policy and procedure.

- Collect and/or organise collection of biological samples related to research projects and storage of samples in the laboratory.
- Administer, maintain and coordinate the logistics of the research projects in accordance with Good Clinical Practice and relevant Standard Operating Procedures.
- Assist the Chief Investigator on the preparation of ethics applications, progress reports and grant applications, and assist with the preparation of annual reports for projects and grants as required.
- Assist with the supervision of research students in the Gastroenterology Research Group where required.
- Maintain research files and records to the highest standards and comply with all ethical, legal and professional requirements.
- 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 Sydney Children’s Hospitals Network and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

**Skills and Experience**

- A degree or other tertiary qualification in Science, Health Science, or a related discipline.
- Demonstrated an understanding of research methodology with previous experience in laboratory techniques including, but not limited to handling and organising biological samples, biobanking, ELISA, western blot, cell culture, PCR and RNA/DNA extraction. Experience in cell culture and aseptic techniques is preferable.
- Previous clinical trials research experience within the area of gastroenterology and related diseases is desirable.
- Commitment to learn new skills and techniques.
- Proven organisational skills, ability to establish priorities, with excellent attention to detail.
- Excellent interpersonal skills and the ability to communicate effectively with a variety of internal and external stakeholders from diverse backgrounds and levels of seniority as well as children, young people and families.
- Demonstrated ability to identify, analyse and solve problems to provide accurate and appropriate outcomes.
• Proven experience with word processing, data management and statistical software including Word, endnote, Excel, Access, GraphPad and SPSS.
• Ability to make sound judgements and work both independently and as part of a team.
• Demonstrated experience supporting and contributing to projects and initiatives.
• Knowledge of Good Clinical Research Practice Guidelines.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health & safety (psychosocial and physical) 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.