POSITION DESCRIPTION

Research Assistant

Position Level
4

Faculty/Division
Medicine

Position Number
00090836

Original document creation
15/10/ 2020

Position Summary

The Research Assistant will be responsible for assisting in the coordination and administration of research activities across two National Health and Medical Research Council (NHMRC) funded clinical trials among low-socioeconomic (low-SES) smokers examining the cost-effectiveness of:

i) Vaporised nicotine products versus oral forms of nicotine replacement therapy (NRT) products for tobacco smoking cessation; and

ii) Text messaging versus Telephone-based Quitline support for tobacco smoking cessation.

The role of Research Assistant reports to NHMRC Career Development Fellow, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide administrative and research assistance to staff and project participants in activities associated with research projects
- Assist in the recruitment of participants for research projects, including maintaining and updating participant information as required
- Conduct required telephone-based participant calls for the trials, such as eligibility/screening and consent calls and telephone check-in calls with participants
- Conduct testing of participant’s self-reported abstinence in a specified location including sample tracking and collection
- Coordinate and conduct mail-outs and send reminders to non-responders
- Assist with data collection, management and storage, including use of software packages such as Microsoft Office, STATA and SPSS
• Perform administrative tasks for the project as required, including reimbursements and assisting in funding body submissions and reporting
• Perform other duties as required by 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
• Relevant qualification or experience within a research environment; or an equivalent level of knowledge gained through any other combination of relevant education, training and/or experience
• Demonstrated ability to work effectively as part of a research team, as well as independently
• Experience and proficiency to use a range of software packages, such as Microsoft Office, STATA and SPSS
• Well-developed interpersonal skills and ability to liaise with a diversity of stakeholders at all levels across an organisation.
• Strong project, time management and organisational skills and ability to establish priorities and meet deadlines
• Current Driver’s license to travel to site to conduct testing with participants. Provisional license is acceptable.
• 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.