DUTY STATEMENT – CASUAL ROLE

Research Assistant

Position Level: Level 5
Faculty/Division: Medicine and Health / School of Population Health
Original document creation: June 2023

Position Summary
A Research Assistant (Level 5) provides technical and research assistance to the research project/team.

The role will:
- Attend research meetings and taking minutes.
- Undertake unsupervised research support tasks consistent with established methodologies (may include field work).
- Assist with the recruitment of study participants.
- Organise fieldwork arrangements.
- Assist with research administration.
- Adhere to take part in any relevant training on research ethics guidelines, National Privacy Principles, and Responsible research conduct including data handling.
- 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.

A person engaged is generally expected to have the following skills and experience:
- Completion, or near completion, of a degree.
- Prior experience supporting research or other projects.
- Strong level of computer literacy with strong skills in the use of Microsoft Office software and other applications including Microsoft Teams.

Additional Pre-employment checks required for this position:
- A national police check may be required.
About this document

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role.

This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.