POSITION DESCRIPTION

Research Assistant

Faculty/Division | Medicine & Health
Classification Level | Professional 5
Hours & Span (Category) | G - Administrative, Clerical, Computing, Professional & Research Staff
Position number | 00193117
Shiftwork status | NOT SHIFTWORKER
Allowances | N/A
On call arrangements | N/A
Original document creation | 16 February 2024

Position Summary

The Kirby Institute is a world-leading health research institute at UNSW Sydney. We work to eliminate infectious diseases, globally. Our specialisation is in developing health solutions for the most at-risk communities. Putting communities at the heart of our research, we develop tests, treatments, cures, and prevention strategies that have the greatest chance of success.

A Research Assistant is responsible for the effective support and assistance of research projects in the fields of viral hepatitis and health of people who use drugs. This includes the provision of research assistance and support primarily for The National Australian Hepatitis C Point-of-Care Program.

The role of Research Assistant reports to a Clinical Trials Manager. This position has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Completion of systematic literature searches using electronic databases, source screening, and data extraction.
- Assistance with analysis of data from systematic reviews.
- Contribute to the production of study documents (training materials, participant materials, newsletters, and reports).
- Help with circulation of research study communications to participating institutions, organisations, stakeholders, and funding bodies regarding the study requirements.
- Assist the data managers with creation of data and reports in data systems such as REDCap.
- Attend meetings related to the study and program, assistance with setting-up of meetings, preparing agendas, and distribution of minutes and follow-up actions from these meetings.
- Assistance with preparation of summaries of study outcomes for reports and presentations.
- Provide Clinical Project support to other activities of the Viral Hepatitis Clinical Research Program as required.
- 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 psychosocial or physical health and safety of yourself or others.

**Skills and Experience**

- Completion of a degree in biomedical science, nursing, or other relevant medical discipline with subsequent relevant experience in the conduct of multicentre clinical trials, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Excellent computer skills with Microsoft Office with a proven aptitude for learning new software packages, accessing research publications, and searching relevant databases.
- Excellent time management skills, with an 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.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- 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.

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.