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## DUTY STATEMENT – CASUAL ROLE

# Research Assistant

**Position Level**

Level 4

**Faculty/Division**

UNSW Medicine & Health – St George & Sutherland

**Original document creation**

Clinical Campus

April 2024

### Position Summary

The Research Assistant (Level 4) will provide research and administrative assistance for the activities associated with various research projects conducted within the UNSW Microbiome Research Centre. This position will be based at the St George Hospital.

This role reports to Director of UNSW Microbiome Research Centre and has no direct reports.

### This role will:

- Perform data entry and data collection.
- Attend research meetings and training sessions.
- Respond to routine enquiries related to research.
- Liaise with study participants and follow-up by telephone/email/survey.
- Undertake routine research support tasks consistent with established methodologies including handling of biological samples and working in PC2 laboratories.
- Ensure compliance with International Conference on Harmonisation - Good Practice (ICH-GCP) Australian regulation and privacy laws.
- 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 of a relevant qualification and previous experience supporting a research project.
- Demonstrated interpersonal communication skills.
- Demonstrated time management skills.
- Proficient level of computer literacy with well-developed skills in Microsoft Office 365, REDCap and equivalent applications.

**Special Requirements:**

- Nil

**Additional Pre-employment checks required for this position**

- Nil

**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.