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## DUTY STATEMENT – CASUAL ROLE

# Research Assistant

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Position Level	Level 5
Faculty/Division	-----
Original document creation	March 2023

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### Position Summary

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

### This role will:

- Attend research meetings and training sessions and take minutes.
- Respond to routine enquiries relating to research.
- Liaise with stakeholders in the preparation of ethics and grant applications, abstracts, annual and progress reports.
- Undertake unsupervised research support tasks consistent with established methodologies (may include lab or field work).
- Perform data collection entry, and analysis.
- Maintain research databases, records and publication registers.
- Conduct statistical data reporting.
- Recruit study participants and conduct survey mail outs.
- Transcribe interviews.
- Organise fieldwork arrangements.
- Cooperate with all health & 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.

### A person engaged is generally expected to have the following skills and experience:

- Completion of a degree.
- Prior experience supporting a research project.
- Strong level of computer literacy with strong skills in the use of Microsoft Office software and other applications or systems/databases.

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

- Dependent on research topic/project scope.

**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 contract the HR Business Partnering Team.