



Make
it matter.

POSITION DESCRIPTION

Research Assistant

Faculty/Division	Medicine & Health
Classification Level	Professional 5
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00090577
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	17 June 2024

Position Summary

The National Centre for Clinical Research on Emerging Drugs of Concern (NCCRED) offers an exciting new direction for the Australian alcohol and other drugs treatment sector. With an emphasis on partnership building, it aims to embed research in clinical practice to develop new treatments for disorders due to methamphetamine and other emerging drugs of concern.

Funded by the Commonwealth Department of Health, the Centre is made up of a consortium of the National Drug and Alcohol Research Centre (NDARC) at UNSW, acting as lead agency, St Vincent's Health Australia (SVHA), National Drug Research Institute (NDRI) at Curtin University of Technology, and the National Centre for Education and Training on Addiction (NCETA) at Flinders University.

The **Research Assistant** (RA) will work closely with a small internal team of professional, research and knowledge translation staff as well as with external partners. The RA will work towards engaging with stakeholders nationally to facilitate a dynamic program of clinical research. The RA should be motivated by teamwork, and able to work independently; towards achieving the research goals of the Centre.

The role of **Research Assistant** reports to the Project Manager (NCCRED) and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Providing administrative oversight of the clinical research studies assigned.

- Effectively liaising with study staff and key stakeholders to ensure the research study is conducted according to the protocol, the ethics approval, and by extension the NHMRC National Statement and ICH-GCP guidelines
- Assist with conducting study recruitment collateral including websites, social media, and advertising.
- Assist with the maintenance of data integrity (under the supervision of the clinical research study Principal Investigator or delegate)
- Assist with operational management of the clinical research studies including ongoing file maintenance, database management and archiving.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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

- A degree or other tertiary qualification in a related discipline.
- Demonstrated understanding of research methodology, with previous experience in a research related role, in either clinical research setting or with patient groups.
- Excellent time management and organisational skills, with ability to prioritise workload and meet deadlines.
- Excellent interpersonal, verbal, and written communication skills with an ability to exercise discretion and confidentiality, and an aptitude to show understanding of the issues faced by patients and families
- Proven initiative and problem-solving skills, with demonstrated ability to work both independently and part of a multidisciplinary team.
- Proven experience with word processing, data management and statistical software including Word, endnote, Excel, Access, SAS or SPSS.
- 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.