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## POSITION DESCRIPTION

# Research Associate

Faculty/Division	Medicine & Health
Classification Level	Academic A
Hours & Span (Category)	ACADEMIC POSITION NO SPAN
Position number	00198424
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	20 June 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 Associate (Level A) is needed to support the development of a Framework for Evidence Evaluation in Vaccine Assessment (FEEVA). The FEEVA project is an interdisciplinary venture combining expertise in immunology and evidence assessment. The Postdoc will undertake literature reviews in the area of vaccine development to produce reports and publications. They will liaise closely with the Australian Living Evidence Consortium (ALEC, Monash University) to contribute to their work.

The role of Research Associate reports to Professor/Program head or other senior members of the team and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Perform literature reviews in immunology and infectious disease and maintain records and reports in relation to outcomes.

- Prepare analysis summaries and contribute to the production of technical reports, manuscripts for publication and grants for external funding.
- Work closely with other members of the literature review team and evidence assessment teams to integrate the literature reviews to develop an evidence framework for vaccine assessment.
- Extract key data from a specified subset of papers for analysis by other team members.
- Participate in and/or present at conferences, workshops and expert advisory groups relevant to the project as required.
- Liaise with members of the Infection Analytics team and collaborators, and actively participate in regular meetings and discussions.
- Work independently to complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.
- 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**

- Demonstrated experience in research protocols, evidence synthesis and assessment; experience with GRADE methods is highly desirable.
- Substantial expertise in Immunology, Infectious Diseases and/or Vaccine development is highly desirable.
- A university degree in biology / immunology / infectious disease / public health or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
- Proven capability to undertake literature searches, and to identify and assess relevant scientific literature related to the aims of a project.
- Proven commitment to proactively keeping up to date with discipline knowledge and developments.
- Demonstrated ability to undertake high quality academic research and conduct independent research with limited supervision.
- Excellent written and verbal communication skills, a demonstrated ability to liaise effectively with a diverse range of stakeholders and build effective relationships.
- Sound analytical and problem-solving skills, including the ability to solve problems by taking initiative, using discretion and demonstrating attention to detail.
- Demonstrated track record of publications and conference presentations relative to opportunity.
- Advanced computer literacy, including the ability to learn and adopt new software packages as required. Demonstrated high-level proficiency in the MS Office Suite (Word, Excel and PowerPoint) essential; Covidence skills desirable.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

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

- Verification of qualifications

#### 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.