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## POSITION DESCRIPTION

# Research Assistant

Faculty/Division	Medicine & Health
Classification Level	Professional 5
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00151631
Shiftwork status	NOT SHIFTWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	2 January 2023

### Position Summary

The Research Assistant provides effective administrative and research assistance to research studies investigating the support needs of children, adolescents, and young adults with chronic health conditions within the Behavioural Sciences Unit/ School of Clinical Medicine, UNSW Medicine & Health.

The role of Research Assistant reports to the Postdoctoral Research Fellow and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Assist with the management of a multi-site initiative supporting young people with chronic illness transition from paediatric to adult care.
- Assist researchers with the preparation of ethics applications, grant applications, annual and other progress reports, newsletters and study manuals.
- Coordinate the development of a new App with design firm.
- Coordinate study participation activities via the REDCap survey platform, including survey mail outs and respondent follow ups.
- Coordinate the transcription of interviews with research participants.

- Undertake data entry and coding of audio and/or video-recorded interviews, and checking for accuracy.
- Assist with research literature searches for relevant articles and assist with preparation of manuscripts.
- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Draft agendas, minutes, correspondence, briefing notes and guidelines for specific committees and meetings as required.
- Maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.
- General administrative duties including attending meetings and training sessions, prompt mailing of correspondence, arranging expense reimbursements, travel bookings, website and newsletter updates.
- Other appropriate tasks assigned by the supervisor, relevant and consistent with the position level.
- 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 health and safety of yourself or others.

### **Skills and Experience**

- A relevant tertiary qualification in health, psychology, science or a related discipline or equivalent competence gained through any combination of education, training and experience.
- Previous experience providing research assistance for studies in a health-related field, such as psycho-oncology, or clinical trials research will be highly regarded.
- Understanding of the physical and psychosocial implications of chronic illness in children and young people or adults will be highly regarded.
- Excellent written and verbal communication skills, with a high level of attention to detail. Previous experience writing for publication will be highly regarded.
- Excellent interpersonal skills, and the ability to liaise effectively with a range of stakeholders.
- Excellent motivation and demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Knowledge of and aptitude to learn various IT software, such as research-related computer programs (REDCap, SPSS, and Endnote)
- Demonstrated ability to maintain and organise complex filing systems.
- 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**

- Working with Children Check

### **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.