Make it matter.

POSITION DESCRIPTION

Research Assistant

Faculty/Division	Science
Classification Level	Professional 5
	G - Administrative, Clerical, Computing, Professional &
Hours & Span (Category)	Research Staff
Position number	00201235
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	21 August 2024

Position Summary

A **Research Assistant** provides research assistance to the research team by conducting systematic reviews of literature and collaborating on meta-analyses of original data of psychological treatments. This role is responsible for conducting high-level searches of academic databases, data synthesis, collation of data from international datasets and engaging in meta-analytic analyses. This position is based in the School of Psychology at the University of New South Wales.

The role of Research Assistant reports to Professor Richard Bryant and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Recruit participants, including identifying participants who are eligible for the studies, contacting participants and ensuring the attendance of participants at the study location.

- Conduct systematic reviews of literature.

- Assist in meta-analyses of studies in the literature.

- Track participants' progress through the study and optimise participant retention.

- Perform data entry and management, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases.

- Undertake unsupervised research support tasks consistent with established methodologies.

- Proactively assist with and prepare reports on the data conducted.

- 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

- Completion of a Bachelors degree with Honours in Psychology or related field without subsequent relevant work experience, or an equivalent level of knowledge gained through any combination of education, training and/or experience.

- Demonstrated experience in and knowledge of research protocols and supporting research projects, including experimental design, ethics, data collection, data management and planning as involved in developing research projects and reporting against milestones.

- Demonstrated ability to work collaboratively and productively within a research team, but also to take initiative and work independently while managing competing demands.

- Demonstrated ability to manage and analyse data.

- Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative

- 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.