

Details

Area	Faculty of Health
Team	School of Medicine
Location	University Hospital Geelong (HERB)
Classification	Research Assistant
Reports to	Chair in Medicine

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

Overview

The primary purpose of the Research Assistant is to provide support for an NHMRC funded project, the CIRCAN ARROW trial, investigating the prevention of hospital admissions in over 2000 preschool aged children with recurrent wheeze. The study team includes paediatricians from the Children's Inpatient Research Collaborative of Australia and New Zealand (CIRCAN) network from over 40 hospitals across Australasia.

Reporting to the Chair the Research Assistant will:

- Support the recruitment of participants including contacting potential participants, arranging video conferences, obtaining informed consent, and completing required documentation as per the study protocol.
- Contribute as part of the research team in the conduct and implementation of the ARROW trial by following trial participants and recording data relevant to the project.
- Manage the REDCap database for data entry and record keeping. This will include transcription of data into REDCap projects as per the study protocol and testing to ensure the integrity of the data entry process and to optimise the participant's experience.
- Support in managing investigational and study documentation via e-filing, the online portal or websites.
- Ensure adherence to clinical trial protocols and support the clinical trials team in ensuring that the trial is conducted in accordance with all regulatory, state, national and internationally accepted guidelines for Good Clinical Practice in research (ICH GCP).
- Provide administrative support to the research project team.
- Adhere to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy and own development and performance planning and review.
- Contribute to stakeholder newsletters and website.

Accountabilities

- With a customer mindset, clarify expectations and respond promptly to stakeholder requests, queries, or complaints to ensure stakeholder needs are met to agreed standards and timelines
- Engage in process improvement activities and adopt new ideas, approaches and changes to work practices. Show initiative, generate new ideas and shares those ideas with others in the work area to improve process and practice.
- Use knowledge of continuous improvement principles to analyse current processes and practices and create practical, simple and accessible solutions to problems after considering multiple perspectives
- Recognise the importance of teamwork and of effective communication amongst team members and build rapport within immediate team in ways that are respectful and inclusive of others. Actively seek to maintain positive relationships and support team members in times of pressure and change
- Build productive relationships with a diverse range of existing stakeholders and actively seek to maintain positive relationships and seeks opportunities to learn from those who have different lived experience to their own.

- Consult with available sources to gather relevant information and seek the expertise and advice of the people around them. Express own views in a constructive and respectful way.
- Take an organised and methodical approach to work, regularly plan time (work day / week / month) according to workload and track progress of work tasks

Selection

- A Graduate qualification in a health relevant discipline, or an equivalent combination of training and experience.
- Excellent data management and quality assurance skills, record keeping skills and attention to detail.
- Excellent organisation and time management skills, and an ability to multi-task to manage competing priorities within a busy trial.
- Ability to communicate clearly with diverse groups including community health professionals, education professionals, parents, young children and their families.
- Ability to work independently, while also working constructively with supervisor/mentor, and as a team member.
- High-level word processing/computer skills with a sound knowledge of a range of word processing and data managements systems (e.g. REDCap).
- Good understanding of confidentiality, ethical and professional issues particularly around patient information.
- Ability to promote a harmonious team morale.
- An ability and interest in working with young children and their families

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** and engages with others through persuasive and influential communication.
- **Collaborates** and cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Delivers Outcomes and** creates clarity through governance, makes decisions that result in quality outcomes.
- **Plans** the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

Special Requirements

- This position may require the incumbent to occasionally work outside business hours.
- This position may require the incumbent to travel from time-to-time within Victoria to collect data.
- This position requires the incumbent to hold a current Working with Children Check
- This position requires the incumbent to hold a current Police Check

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.