Position Description
Research Assistant

Details

Area	Faculty of Health
Team	School of Psychology
Employment	Fixed-Term / Full or Part-Time .8 FTE minimum
Location	Burwood Campus
Classification	Research Assistant
Reports to	Senior Research Fellow

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 Faculty of Health is dedicated to being at the forefront of teaching, learning, creating and social development and fostering cutting-edge research and discovery. The School of Psychology places high emphasis on research that makes a difference and is solution-led. We work closely with industry partners and the government to put findings into practice.

The Research Assistant will engage collaboratively to conduct high-quality research, scholarship and creative activities generating high impact outputs, with mentorship from leaders within the research team. This position is suited to an emerging researcher keen to explore and build on new areas and foster research and researcher development to have real-world impact and contribute to a dynamic and enthusiastic research team.

The research assistant will be primarily involved in a national multi-site research project: A clinician-led feasibility, acceptability and pilot efficacy intervention to improve bone health and muscle strength in people with multiple sclerosis, funded by the Medical Research Future Fund (MRFF).

The aims of this research are:

1) to determine the safety, feasibility and acceptability of a previously validated program (HiRIT) to improve muscle strength and prevent bone muscle density deterioration, falls and fracture in people with multiple sclerosis (MS), when implemented across a range of services that support people with MS and/or bone and muscle health;

2) to determine whether the HiRIT program maintains or improves BMD, physical function, mood and quality of life in people with MS;

3) to assess these factors when delivered within healthcare services where the intervention will be implemented.

Accountabilities

·   Assist research academics in the collection and analysis of data including preparing interview questions; recruiting and/or interview participants; maintaining accurate records of interviews, safeguarding the confidentiality of subjects, as necessary.

·   Draft presentations and research reports, review and edit research documents in consultation with relevant research staff.

·   Assist in implementing the research quality control systems / procedures, including ethics procedures.

·   Assist in the organising of meetings, presentations, preparation of reports, and maintenance of databases and administrative systems.

·   Support lead researchers in the grant lifecycle by assisting in the preparation of applications, creation of budgets, monitoring of budgets, budget reporting, supporting in the preparation of internal and external reports associated with the project and provision and filing of reports.

·   Support, coordinate and conduct academic activities including interviews, focus groups, seminars, workshops

·   Provide administrative support in assisting in recruiting research participants and communication with the participants in relation to the research project activities.

·   Assist with research related events, seminars, visits, presentations and other functions.

- Design and maintain databases, to store information on research performance, perform data cleansing, manipulate data and provide reports assisting in analysing the data including undertaking basic statistical analysis tasks.
- Utilise the research specific IT systems and applications to assist with research and analysis, including data modelling, data mining etc.
- Maintain research information in the university's central database in a timely manner ensuring up to date knowledge and skills of self and other researchers relating to the central system are maintained.
- Establish and manage the relationship with the University Research Office in terms of meeting deadlines for grant applications and reporting requirements.
- Source and analyse data and provide findings in assisting the achievement of research project outcome.
- Support the preparation of conference papers, articles, research project progress report.
- Prepare six-monthly summary reports for distribution to the research and lived experience committees.
- Collect project/research data through prescribed techniques and equipment;
- Enter data into databases and other software
- Undergo radiation safety training and completion of clinical bone densitometry course to scan study participants with a dual energy x-ray absorptiometry
- Under supervision, process, organise and summarise data, reporting results relevant statistical software applications or program platforms;
- Perform routine logging of samples
- Comply with University OH&S policies and procedure, including biological and chemical hazard safety.

Selection

Qualifications and experience

- Honours degree or minimum 4 years clinical trials research experience, preferably in a health discipline or intervention research.
- Demonstrated multi-site project coordination skills.
- Demonstrated experience conducting research tasks - editing, literature reviews and transcription and preparing research reports within a university or tertiary environment, including working knowledge of funding schemes such as ARC grants.
- Comfortable collecting research data alone without close guidance or supervision
- Outstanding attention to detail and a high level of accuracy
- Demonstrated experience and/or knowledge of dealing with research related activities
- Excellent written communication and verbal communication skills with proven ability to effectively analyse information and produce clear, succinct reports and documents which requires interaction with others.
- Experience in supporting the development of grant applications and associated budgets and managing post-award processes.
- Well developed data analysis skills, with experience in at least one statistical package, preferably SPSS or STATA.
- Demonstrated well developed computer literacy and proficiency in the production of high level work using software such as Microsoft Office applications, research applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.

· Demonstrated experience using either Redcap (preferred) or Qualtrics, including development and management of projects within these platforms.
· Experience undertaking the research publications data collection process.
· Demonstrated capacity to communicate with individuals at all levels in the organisation.
· A demonstrated awareness of the principles of confidentiality, privacy and information handling.

Capabilities

· **Emotional Intelligence** manages emotions to positively influence behaviour.
· **Growth Mindset** open to learning and new experiences, invests in development.
· **Communicates** engages others through persuasive and influential communication.
· **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
· **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
· **Plans work** plans the delivery of work while balancing priorities and resources.

Special Requirements

· Frequent travel will be required *between sites, in particular between Deakin University Burwood and Monash Medical Centre Clayton, but occasional interstate travel may also be required.*
· Drivers Licence
· Working with Children Check
· 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.