

Position Description

Research Assistant



Details

Area	Faculty of Health
Team	School of Nursing and Midwifery
Employment	Fixed-Term Full Time
Location	Western Health
Classification	Research Assistant (Identified position for Aboriginal and/or Torres Strait Islander candidates)
Reports to	Professor Bodil Rasmussen

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.

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[Benefits of working at Deakin](#)

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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 Nursing and Midwifery 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 Associate Research Fellow will contribute to the project *A co-designed self-management program for Aboriginal and/or Torres Strait Islander peoples living with type 2 diabetes*. The Guided Self-determination approach is an evidence-based life-skill intervention program involving self-directed or shared decision making between Aboriginal and Torres Strait Islanders people with type 2 diabetes. They will work with project colleagues and trained health practitioners, will engage collaboratively to conduct high-quality research, scholarship and creative activities generating high impact outputs, with mentorship from leaders within the research team.

The Research Assistant will provide a range of support the researched conducting research activities in the area of Aboriginal health services and key organisations. The incumbent will be required to assist in the administration and coordination of a research project in Victoria, Australia.

They will work with Aboriginal Community-Controlled Organisations, Traditional Custodians, Victorian Aboriginal Health Service, other registered Aboriginal organisations, industry partners, Diabetes Australia and professional bodies and industry partners.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community.

Accountabilities

Research and Innovation

- Assist research academics in the collection and analysis of data including preparing interview questions; recruiting and/or interview subjects; 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.
- Assist in the organising meetings, presentations, preparation of reports, and maintenance of databases and administrative systems.
- Support, coordinate and conduct academic activities including interviews, focus groups, seminars, workshops
- Provide administrative support in assisting in recruiting research participants [for Guided Self-determination trial] and communication with the participants in relation to the research project activities.

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- Liaise with agencies as required on behalf of the University or on behalf of researchers.
- Organise research related events, seminars, visits, presentations and other functions. Act as events coordinator for significant research events, seminars, visits including conferences and symposia.
- Design and maintain databases, to store information on research performance, perform data cleansing, manipulate data and provide reports, assist in analysing the data including undertaking basic statistical analysis tasks.
- 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.
- Source and analyse data and provide findings in assisting the achievement of research project outcome.
- Produce clear and succinct reports detailing findings of research for future application.
- Support the preparation of conference papers, articles, research project progress report.
- Prepare reports as required, annual reports to relevant government agencies, periodic reports to the Faculty research committee/DVC(Research) and to other relevant internal and external stakeholders and liaise with faculty committee members and other university staff in dealing with reports and other issues.
- Support lead researcher/researchers in the grant lifecycle by assisting in the writing of applications, creation of budgets, monitoring of budgets, budget reporting, preparation of internal and external reports associated with the project and provision and filing of reports.

Selection

Eligibility

Eligible applicants are only persons:

1. Who are of Aboriginal and/or Torres Strait Islander descent; and
2. identify as Aboriginal and/or Torres Strait Islander
3. accepted as such by Aboriginal community in which you live or which you once lived.

Qualifications and experience

- Preferable a PhD in a relevant area of health or a recognised university with experience as a research administrator OR an appropriate combination of experience and training in Aboriginal Health.
- 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.

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- 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 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

- Infrequent travel will be required between the key partner organisations within Victoria (*Provide further context based on the role*)
- Drivers Licence
- Working with Children 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.