

Position Description

Research Assistant



Details

Area	Disability and Inclusion
Team	Health and Social Development
Location	Flexible
Classification	Research Assistant
Reports to	Senior Lecturer, Disability and Inclusion

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 Health and Social Development 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.

Reporting to the Senior Lecturer, Disability and Inclusion the Research Assistant will

- Engage collaboratively to provide high-level research administration support to the Chief Investigator/Research Team.
- Support the completion of funded research projects including collection and analysis of data, interviewing, transcription, literature review and facilitating related activities whilst demonstrating a desire to perform accurate and ethical research for the study.
- Work with research academic staff in the delivery of the research project, including the implementation of research quality control systems/procedures.
- In consultation with relevant research staff, provide a range of administrative support activities, including meeting coordination, drafting presentations, papers and reports and maintaining databases and administrative systems.
- Support lead researcher/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.
- Organise research related events, seminars, visits, presentations and other functions. Act as events coordinator for significant research events, seminars, visits including conferences and symposia.
- Utilise the research specific IT systems and applications to assist with research and analysis, including NVivo and EndNote.
- 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.

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 degree in a relevant area, from a recognised university with experience as a research administrator OR an appropriate combination of experience and training
- Demonstrated experience conducting research tasks - editing, literature reviews, preparing research reports within a university or tertiary environment
- 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.
- Well-developed analytical skills, with the ability to interpret legislative and University policies and procedures, investigate research opportunities and decipher funding requirements.
- A demonstrated awareness of the principles of confidentiality, privacy and information handling.
- Demonstrated experience and/or knowledge of dealing with research related activities, in particular research with people with disability and/or in co-design. (Desirable)

Capabilities

- **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.
- **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, domestic and/or international to attend conferences, events and to represent the university.
- This position requires the incumbent to hold a current National Police Record 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.