



Position Description

Position Title:	Research Assistant
College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	Research School of Psychology
Classification:	ANU Officer Grade 4 (Research)
Responsible to:	Professor Iain Walker
Number of positions that report this role	NA
Delegation(s) assigned	N/A
Position Number	TBC

PURPOSE STATEMENT

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The Research Assistant will support the data collection for the Bushfire Impact Research (BIR) studies, within the Research School of Psychology (RSP), College of Health and Medicine. The Research Assistant will also manage the database and study documentation, support participant recruitment and retention efforts, and support the project team.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Research Assistant will sit within the Research School of Psychology, a school within the College of Health and Medicine. The Research Assistant will work as part of a diverse research team and will liaise directly with a wide range of external stakeholders and members of diverse communities.

Role Statement:

Under general direction of a Post-Doctoral Research Fellow and the Chief Investigator, the Research Assistant will:

1. Provide support to the research team, including but not limited to:
 - Assisting in the design and conduct of qualitative and quantitative research studies and in the analysis of data. This may involve, at times, fieldwork and related activities.

- Performing library, internet and literature searches and preparing bibliographies.
 - Creating, testing, maintaining and managing relevant databases.
 - Assisting in the ethics approval for the research team as required.
2. Maintain high-quality data management and storage, to ensure both data integrity and participant confidentiality
 3. Liaise with a range of medical health professionals and providers that will work with the BIR Studies on recruitment of participants across Australia.
 4. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
 5. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Progress towards or completion of a bachelor degree or demonstrated relevant experience in a research or research support role in a related discipline and an interest in a field closely related to allocated research activities.
2. Sound knowledge of quantitative and qualitative research methodologies. Experience in survey design, implementation, data collection and analysis of high volume research data, and/or experience in conducting and analysing interviews and focus group discussions may be regarded positively.
3. Demonstrated effective interpersonal skills and verbal and written communication skills, and an ability to consult and liaise effectively with a wide range of people in a culturally diverse environment.
4. Experience in maintaining a high level of organisation, particularly in regards to managing databases and study documentation.
5. Demonstrated ability to uphold participant confidentiality and understanding of the ethical principles of research trials with human participants.
6. Proven ability to work constructively and flexibly around work priorities, independently as well as within a team.
7. A demonstrated understanding of equal opportunity principles and policies, and a commitment to their application in a University context.

References: [Professional Staff Classification Descriptors](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Health and Medicine	Dept/School/Section	Research School of Psychology
Position Title	Research Assistant	Classification	ANU Officer Grade 4
Position No.	Job # 536746	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:		Date:	