



JOB PROFILE TITLE	Research Assistant – Aboriginal and Torres Strait Islander Co-Production - FMH_HEO5
JOB PROFILE ID	P_18102022_CAT22732_HEO5
JOB CATEGORY	Professional
JOB FAMILY	Research Support
COMPENSATION GRADE	HEO5
MANAGEMENT LEVEL	19 Individual Contributor

JOB PROFILE SUMMARY

PRIMARY FUNCTION

This position has been designated for Aboriginal and Torres Strait Islander people only under the provisions of section 126 of the Anti-Discrimination Act 1977 (NSW).

Provides administration and operational support to the Aboriginal and Torres Strait Islander Co-Production Program of the Australian Eating Disorders Research & Translation Centre, in collaboration with the COO and Centre Executive Director, to coordinate research and co-production activities related to the Aboriginal and Torres Strait Islander Co-Production work stream. This includes preparing relevant materials in collaboration with team members, coordinating research participants, managing data collection, and performing fundamental aspects of research work, ensuring that any research and activities are prepared for and run smoothly.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Research Assistant is expected to carry out routine tasks fairly autonomously, with minimal guidance and/or supervision. Any non-routine, complex matters are to be referred to the supervisor and/or relevant staff member in the school. The incumbent will be expected to prioritise their own work to meet any deadlines and project needs.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	76812 National Program Manager - Ms Peta Marks
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

Coordinates the daily management of the research study.

- Maintains academic and research records for the project(s), including project registers, EndNote libraries and publication registers.
- Coordinates research subjects, schedules study appointments, follows-up attendance.
- Provides research administration support as required.

2. Conducts data analysis, prepares reporting and presentations and carries out literature searches for the research study.

- Collects research data, enters/stores in appropriate statistical software, and prepares statistical analysis/reports as required.
- Carries out literary searches, collects papers, codes information, summarises literature, etc for the Chief Investigator and/or Academics of the School/Faculty.
- Regularly sorts and organises files, maintains all necessary records/documentation in a timely and concise manner.

3. Coordinates the development and submission of research publications for the research study.

- Sources information, researches and prepares drafts for research publications and presentations including preparing literary reviews and carrying out theoretical research to support the overall research objectives.
- Gathers and consolidates data/information for inclusion in publications and presentations.
- Oversees the preparation of documentation for publications and presentations including producing graphs and tables.

4. Coordinates ethics submissions/reporting under the guidance of the Chief Investigator / Research Manager for the research study.

- Sources all data/information and consolidates relevant details for ethics applications.
- Coordinates the submission of ethics reports ensuring all relevant documentation is included and submitted appropriately.
- Prepares progress and final reports for the relevant governing bodies in alignment with legislative/regulatory requirements.

5. Coordinates grant applications and ongoing reporting for the research study.

- Coordinates the submission of finalised grant applications ensuring all requirements are satisfied and submitted appropriately using online systems and/or other necessary procedures under the guidance of the Chief Investigator / Research Manager.
- Collaborates with centre staff and other researchers to write grant applications
- Coordinates the preparation of progress reports and final reports for funding bodies (such as NHMRC and ARC), including liaising with research investigators to obtain necessary information.
- Maintains records of the work area's research performance in enterprise systems such as IRMA and faculty-based systems ensuring accuracy and consistent data quality.

6. Supports the design of research work being undertaken in the research study.

- Assists with the design, development and documentation of suitable research protocols.
- Ensures that research protocols are adhered to and report any adjustments that might be necessary.
- Provides guidance and/or advice on regulations, policies and procedures in relation to research project undertaken.

7. Ensures that ethics guidelines, standards and WHS requirements are met in the work area.

- Undertakes appropriate research procedures in accordance with relevant ethics protocols.
- Ensures that the appropriate ethics applications are lodged in collaboration with the Chief Investigator, or Research Manager and/or Senior Academics.
- Prepares and ensures timely and accurate submission of all necessary documents.
- Ensures workplace health and safety regulations and operating procedures are adhered to within the research work environment.



RESPONSIBILITY DESCRIPTION

8. Undertakes ad-hoc projects and other activities relevant to the Aboriginal and Torres Strait Islander Co-Production work stream.
- Performs work activities relevant to the role's key accountabilities as approved by the Manager and commensurate to the role's classification level.
 - Works collaboratively with the Aboriginal and Torres Strait Islander lead(s) to plan, coordinate and undertake activities related to consultations with community, in the development of the Aboriginal and Torres strait Islander research Strategy

EDUCATION

Education	Required
Bachelor's Degree - In a relevant field	X
Other - An equivalent combination of relevant training and experience	X

CERTIFICATIONS

Certificate	Required
Identify as Aboriginal and/or Torres Strait Islander - No Issuer	X

SKILLS

Skills	Required
Ability to work both independently and as part of a team, taking initiative and resolving matters that may arise as part of normal daily work.	X
Excellent interpersonal, verbal and written communication skills with sound negotiating skills and a demonstrated level of tact and discretion in dealing with day to day operational matters.	X
Strong problem-solving skills and the ability to use initiative and exercise sound judgement and ability to prioritise workload during busy periods...	X
Tertiary qualifications in appropriate discipline and/or relevant experience in related field. May have or be working towards postgraduate qualifications.	X

Work Experience

Work Experience	Required
Experience in carrying out scientific literary searches, and preparing literary reviews for further analysis.	X
Extensive experience in developing and working on research projects, including expertise in using research protocols, experimental design, ethics submissions and grant applications	X