

Position Description – *Research Assistant, PTSD and Circadian Rhythms*

Updated 14 October 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Adelaide Institute for Sleep Health
Supervisor (Title)	Professorial Research Fellow
Classification	Higher Education Officer Level 5
Employment Type	Fixed-Term, Part-Time (0.5FTE)

POSITION SUMMARY
Under general direction, the Research Assistant will work with the Chief Investigator and Circadian Research team to support the delivery of the CRESCENT study, investigating light sensitivity and light exposure patterns in relation to PTSD development following traumatic injury. The role will support participant identification, recruitment and enrolment in collaboration with Trauma Service staff at Flinders Medical Centre, including reviewing clinical information for eligibility, obtaining informed consent, conducting CAPS-5 diagnostic interviews and research assessments, and coordinating participants throughout the study. The role requires responsiveness to clinical staff to facilitate timely participant recruitment. The successful applicant will have strong organisational, communication, interpersonal and computer skills, experience supporting research data collection and analysis, and the ability to work collaboratively within clinical and research teams.

UNIVERSITY EXPECTATIONS AND VALUES
All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to: - demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; - contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; - promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; - perform their responsibilities in a manner which reflects and responds to continuous improvement; and - familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based</i>

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Agenda 2035

Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Research Assistant is responsible for:

- Liaising with Trauma Service staff at Flinders Medical Centre regarding potential study participants.
- Reviewing relevant clinical information to determine eligibility for participation in the CRESCENT study.
- Approaching and obtaining informed consent from eligible participants in accordance with the approved study protocol.
- Conducting **CAPS-5 research interviews** at baseline and follow-up.
- Coordinating participant assessments and follow-up activities.
- Assisting with the study data collection, data entry and quality checking.
- Maintaining accurate participant records and study documentation.
- Coordinating research activities between the research team, hospital staff and participants.
- Assisting with day-to-day study administration and management of study materials and equipment.
- Ensuring all research activities are conducted in accordance with approved ethics, governance and study procedures.

KEY POSITION CAPABILITIES

- Completion of a degree in psychology, health sciences, medicine, social sciences, public health or related discipline or an equivalent combination of experience and/or education and/or training.
- Availability to attend Flinders Medical Centre as required for participant enrolment and assessment.
- Demonstrated experience working with people in a professional capacity, particularly in a setting involving sensitive or potentially distressing experiences.
- Effective to well-developed interpersonal and communication skills, including the ability to establish rapport and conduct sensitive conversations.
- Well developed organisational skills and attention to detail.
- Demonstrated ability to work independently and collaboratively with research and hospital staff.
- Formal training and demonstrated competency in administration of the Clinician-Administered PTSD Scale for DSM-5 (CAPS-5). (Desirable)
- Experience working in a hospital, trauma, mental health or related setting. (Desirable)
- Previous experience in research or participant-based research. (Desirable)
- Experience with REDCap or similar research databases. (Desirable)
- Experience working with clinical records or within a health service. (Desirable)
- Experience with research ethics and governance requirements. (Desirable)