

Position Description – Research Assistant, NCETA

Updated 29 September 2026

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Public Health
Supervisor	Senior Research Fellow, National Centre for Education and Training on Addiction
Classification	Higher Education Officer Level 5
Employment Type	Fixed term, up to full-time (0.6FTE to 1.0 FTE) available until 30 June 2027

POSITION SUMMARY
Under general supervision, the Research Assistant will work to support the Research team and Director with a variety of research activities across a range of different projects with the National Centre for Education and Training on Addiction (NCETA). NCETA is an internationally recognised Research Centre that works as a catalyst for change in the alcohol and other drugs field. We work by conducting research to reduce the harms from alcohol and other drugs along the continuum from prevention through to treatment, with a key focus on workforce development (WFD). A collaborative venture between Flinders University and the Australian Government Department of Health, Disability and Ageing, NCETA is located within the College of Medicine and Public Health and is part of the Flinders Health and Medical Research Institute (FHMRI) at Flinders University in South Australia. The Research Assistant will work to support NCETA's program of research by conducting literature searches, assisting in the development of ethics applications and research materials, assisting with data collection, liaising with research participants, assisting with grant applications, analysis of quantitative and qualitative data, preparing drafts of research outputs (e.g., reports, manuscripts, and conference presentations). This position will also undertake general organisational administration tasks including supporting dissemination of research findings through NCETA's communications including newsletters, website and social media.

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;

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- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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 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 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Research Assistant is accountable for:

- Assisting in development of project administration, protocols, and research materials.
- Assisting in capturing and sharing project outcomes and organisational Key Performance Indicators.
- Assisting with research ethics applications, grant applications and literature reviews.
- Maintaining spreadsheets, databases, EndNote libraries and maintaining accurate records of research procedures.
- Assisting with research data collection (e.g., booking or conducting telephone or online interviews).
- Assisting with qualitative and quantitative data management, including data cleaning, coding, analysis, and summaries of findings.
- Completing general project administration, assisting with ordering and purchase of research equipment, scheduling research team meetings, assisting with preparing meeting documentation (e.g., agenda and minutes), room bookings, and videoconference set up.
- Contributing to presentations, research reports and/or manuscripts for publication, including preparation of tables and figures; presentations and preliminary drafting and editing.
- Assisting with administrative tasks including the development and distribution of communication for newsletters, reports, website and social media.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of degree in relevant area (e.g. psychology, public health or science) or an equivalent combination of experience and/or education and/or training.
- Demonstrated well-developed organisational skills and the ability to meet competing deadlines.
- Demonstrated well-developed writing and communication skills, particularly related to assisting in scientific manuscript preparation, industry reports, grant writing, or research dissemination (e.g. via newsletters, websites, social media).
- Demonstrated experience working on research projects in public health.

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- Well-developed qualitative and quantitative research skills.
- Well-developed computer skills including Microsoft Office products such as Word, Excel, and PowerPoint, statistical software (e.g., SPSS, R) and Endnote.
- Well-developed interpersonal skills including the ability to work in a team environment demonstrating clear communication and mutual respect.
- Self-motivation and ability to work under limited supervision.
- Experience with external facing communications for newsletters, website and social media (Desirable).
- Completion of a research degree (e.g. hons in psychology, medicine, public health, health science or related behavioural science) (Desirable).
- Proficiency in NVivo or another qualitative data analysis program (Desirable).