

## Position Description – *Research Assistant (ELDAC)*

Updated 29 April 2023

POSITION DETAILS	
College/Portfolio	College of Nursing and Health Sciences
Organisational Unit	Research Centre for Palliative Care Death and Dying (RePaDD)
Supervisor (Title)	Senior Research Fellow (ELDAC)
Classification	Higher Education Officer 5
Employment Type	Fixed-term, Full-time available until June 2026

POSITION SUMMARY
<p>ELDAC (End of Life Directions for Aged Care) is a national program of work being delivered by a consortium comprising three universities and four peak bodies to improve palliative care in aged care. The Flinders team hosts the ELDAC website and develops digital communications, digital innovations and social marketing strategies to support the wider goals of the project and evaluates the effectiveness of the digital resources. The project is funded by the Australian Government, Department of Health and Aged Care until June 2026.</p> <p>Under general direction, the Research Assistant will work with the Senior Research Fellow and other ELDAC team members to contribute to the development and implementation of the project deliverables. The position will assist with ethics applications and modifications, project reporting, support project evaluation and research activities, data collection, cleansing and analysis, preparation of presentations and papers and assisting with day-to-day activities of the project. The Research Assistant may work with various stakeholders such as aged care workers, aged care health professionals, University researchers and industry partners.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>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:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit 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;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul>

*A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*

*An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.*

#### KEY POSITION RESPONSIBILITIES

The Research Assistant is accountable for:

1. Assisting the Senior Research Fellow with the delivery of the project activities to achieve the project objectives.
2. Managing the ethics development processes and appropriate approvals.
3. Supporting the conduct of evaluation and studies by assisting with participant recruitment, data collection and analysis including if needed the use of SPSS and NVivo.
4. Providing a high level of administration support for research activities including coordinating data collection and analysis, preparation of and submissions of manuscripts, grant applications and reports.
5. Supporting data collection and analysis, undertaken by researchers involved within the projects to a high standard.
6. Carrying out literature searches, maintaining an endnote library, collecting papers, coding information, summarising literature, and maintaining all necessary records and documents in a timely and concise manner.
7. Assisting with preparing material for publication including refereed articles, newsletters and web and promotional material.
8. Some out of hours work (including weekends) as well as rural SA, interstate and overseas travel, may be required.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Bachelor's degree in health sciences, allied health, nursing or other related discipline, and/or an equivalent combination of relevant experience and/or education/training.
- Well-developed knowledge and skills in research methodology, evaluation, and manuscript development or project report writing.
- Demonstrated experience in population or public health or health research projects involving the conduct of research (i.e. developing surveys, conducting interviews).
- Well-developed computer literacy including demonstrated knowledge of Microsoft Office applications with the ability to learn and adapt quickly to new technologies and applications.
- Demonstrated proficiency in techniques such as Excel (including working with advanced formula and functions in excel,) NVivo, and SPSS software.

- Well-developed organisational skills with the demonstrated ability to independently prioritise tasks and work to deadlines, taking the initiative in problem solving.
- Demonstrated ability to work both independently and as part of a team taking initiative and exercising sound judgement.
- Problem solving skills and the ability to use initiative and prioritise workload during busy periods.
- *Well-developed skills in managing peer review and user testing processes (desirable).*
- *Knowledge and experience in working in the project field of end-of-life care or aged care (desirable).*

FLINDERS