

Position Description – Research Assistant

Updated 17/04/2026

POSITION DETAILS	
College/Portfolio	College of Business, Creative Arts, Law and Social Sciences
Organisational Unit	Criminology
Supervisor (Title)	Senior Lecturer in Criminology
Classification	Higher Education Officer Level 5
Employment Type	Fixed Term, Part-time

POSITION SUMMARY
<p>The Research Assistant will work under general supervision of the Chief Investigator undertaking research activities for the Australian Research Council (ARC) funded Discovery Early Career Research Award ‘Transforming Community Corrections: Co-Designing and Testing a New Framework for Supervision’ to help achieve project outcomes.</p> <p>This mixed-methods project integrates co-design focus groups with a large-scale longitudinal study examining supervision practices and desistance outcomes in community corrections. The Research Assistant will focus on coordinating and supporting the longitudinal component. The position offers opportunities to develop expertise in complex, multi-wave research designs, quantitative and qualitative methods, and industry-engaged correctional research.</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"> • demonstrate commitment to the University’s values of Integrity, Courage, Innovation and Excellence • demonstrate consistent alignment with the University’s strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent. • 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; • 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. <p><i>A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p>

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KEY POSITION RESPONSIBILITIES

The Research Assistant will be responsible for:

- Assisting the Chief Investigator in performing research and research-related activities
- Preparing and managing research documentation, including ethics applications and ongoing compliance reporting
- Sourcing and reviewing/summarising relevant literature
- Coordinating participant recruitment, tracking, and retention
- Scheduling and assisting with data collection
- Managing secure data storage and data preparation
- Assisting with some limited types of data analysis
- Liaising with key stakeholders, including community corrections leaders and officers within the Department for Correctional Services SA, and members of the research team
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University
- Some out-of-hours work (including weekends) as well as rural SA travel, may be required

KEY POSITION CAPABILITIES

- A degree in Criminology, Psychology, Social Work or other relevant discipline, or an equivalent combination of research experience and/or education and/or training.
- Ability to contribute to rigorous longitudinal research through accurate participant coordination and precise tracking and record-keeping.
- Demonstrated understanding of ethical research practices, including engaging research participants respectfully and handling sensitive information.
- Demonstrated, well-developed time management and organisational skills.
- Familiarity with research data management and analysis tools.
- Demonstrated well-developed communication skills with the capacity to liaise with diverse stakeholders and industry partners.
- Demonstrated ability to critically review the literature in relevant fields.

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