

## Position Description – Research Assistant

Updated 16 May 2023

POSITION DETAILS	
College	College of Medicine and Public Health
Organisational Unit	Public Health
Supervisor Title	Discipline Group Lead
Classification	HEO5
Employment Type	Fixed-term, Full-time

POSITION SUMMARY
<p>The Research Assistant will work under routine to general supervision to support research activity associated with a broad program of public health projects including the MRFF funded project <i>‘Escape the vape’: Designing health communications for the prevention of e-cigarette use in young people</i>, health behaviour change and systems change projects, tobacco control and Aboriginal and Torres Strait Islander health projects, and population health projects. Research activities will include assisting with various methodologies such as qualitative and quantitative studies, ethics applications, systematic literature reviews, preparation of research materials, data collection, data analysis and write-up, and grant applications.</p> <p>There are no supervisory responsibilities, and the position will be located within the public Health Discipline Group in the College of Medicine and Public Health and is affiliated with the Flinders Health and Medical Research Institute.</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 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;</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 Work Health and Safety, Injury Management and Equal Opportunity policies.</li> </ul> <p><i>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.</i></p> <p><i>In addition, it is a requirement of this position that the incumbent maintain a current Working with Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p>

*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

1. Assist in the development of project administration, protocols and research materials
2. Assist in the preparation and submission of research ethics applications and updates
3. Arrange research participant recruitment, meetings, and researcher travel
4. Participate in project data collection activities and assist in managing the storage of qualitative and quantitative research data
5. Assist in interviewing, coding, and thematic analysis of qualitative data
6. Liaising with stakeholders (research team, community organisations and funding bodies) demonstrating well developed written and verbal communication.
7. Developing high quality written materials such as participant recruitment documents, progress reports, research summaries, and research program resources.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- A degree in health sciences, public health, behavioural science, education, or an equivalent combination of experience and/or education/training.
- Demonstrated experience supporting community-based and/or health research projects to achieve project goals.
- Demonstrated effective written and oral communication skills.
- Sound computing skills with the ability to conduct literature searches and manage Endnote databases.
- Experience using qualitative data analysis software (e.g., NVivo),
- Experience using statistical software (e.g., R) to analyse survey data (desirable).
- Good organisational skills, including an ability to prioritise tasks, meet deadlines and modify systems to meet the needs for accurate record-keeping and planning.
- Demonstrated commitment to fostering a positive workplace culture, and role modelling behaviours that support the University's Reconciliation Action Plan.
- Experience working in withing mental health, alcohol and other drugs, or Aboriginal and Torres Strait Islander health contexts (desirable).