

## Position Description – Sleep Health Clinical Trials Research Assistant

Updated 14 August 2025

### POSITION DETAILS

College/Portfolio	College Medicine and Public Health
Organisational Unit	FHMRI Sleep Health
Supervisor (Title)	Director, FHMRI Sleep Health/AISH
Classification	Higher Education Officer Level 5
Employment Type	Full time, Fixed term for 12 months

### POSITION SUMMARY

FHMRI Sleep Health conducts world-leading transdisciplinary research to advance knowledge of sleep, sleep disorders and develop new treatments to improve sleep and is situated within the College of Medicine and Public Health. It also provides a sleep disorders clinical service with a primarily focus on treatment for Insomnia and sleep disordered breathing.

Under routine to general direction, this position carries out a range of sleep research clinical trial support level duties to assist the Chief Investigator and sleep research investigators to ensure the efficient day to day operation of high-quality research including clinical trials. Duties include abiding by clinical trial protocols and guidelines, recruiting and scheduling study participants and study logistics, operating laboratory equipment safely and effectively, assisting with data collection, coordinating meetings, maintaining and coordinating clinical trial equipment and payments and providing research related administration support to the Chief Investigator and other members of the research team.

### 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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*

*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:

1. Under routine to general direction and as a member of a team, recruit and schedule participants, assist with data collection, analysis and in the development of new techniques and procedures, and arrange participant payments.
2. Operate advanced sleep laboratory equipment safely and effectively.
3. Coordinate, attend and participate in all meetings associated with the research study and work as required.
4. Pro-actively and efficiently complete general research administrative functions, such as coordinating aspects of the study, and working with laboratory staff to ensure adequate laboratory supplies, and general laboratory maintenance and functioning as requested by the supervisor.
5. Ensure compliance of program's research with human ethics and OGTR requirements including assisting with ethics applications.
6. Record experimental details and data results.
7. Under routine to general direction assist the Director, FHMRI Sleep Health with general correspondence, coordinating meetings and monitoring budgets.
8. Some out of hours work (including weekends) 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

- Completion of a degree, or equivalent combination of experience and/or education and/or training in a relevant field of science (e.g. medical sciences, psychology).
- Effective to well-developed ability to work independently and as part of a research team.
- Effective to well-developed ability to communicate effectively, in writing and verbally, with a wide range of people.
- Effective to well-developed ability to contribute to the development and coordination of research experiments.
- Interest in respiratory and sleep disorders/human physiology.
- Ability to provide functional supervision to more junior staff and students where necessary.
- *Experience working in a clinical sleep laboratory or respiratory/sleep physiology research (desirable)*
- *Holds a Certified Polysomnographic Technician (CPSGT) credential or equivalent (desirable)*