

Position Description – Research Assistant

Updated 12 January 2024

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	National Centre for Education and Training on Addiction (NCETA)
Supervisor (Title)	Research Assistant, NCETA
Classification	Higher Education Officer Level 5
Employment Type	Fixed term, full time (or 0.8 FTE)

POSITION SUMMARY
The Research Assistant will undertake research with the National Centre for Education and Training on Addictions (NCETA). NCETA is an internationally recognised Research Centre that works as a catalyst for change in the alcohol and other drugs field. A collaborative venture between Flinders University and the Australian Government Department of Health, 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. NCETA is a key national research centre in the alcohol and other drug field. A key focus of the Centre is workforce development (WFD). The Research Assistant will support the Research team and Director, NCETA with a variety of research support activities under general direction. Responsibilities will include literature searches, developing ethics applications and research materials, assisting with data collection, liaising with research participants, assisting with grant applications, analysis of quantitative and qualitative data, and preparing drafts of research outputs (e.g., reports, manuscripts, and conference presentations). The Research Assistant will work effectively across a range of different projects and tasks in a team environment, with the ability to prioritise tasks to meet deadlines. They will have strong communication skills, organisational skills and preferably some experience in working within a research environment.

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.

It is a requirement of this position that the incumbent maintain a valid National Police Certificate which is satisfactory to the University.

COVID-19 vaccination in accordance with the Flinders University COVID-19 Vaccination Policy (2022) is a condition of employment with the University. 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 in development of project administration, protocols, and research materials.
2. Assisting with research ethics applications, grant applications and literature reviews.
3. Maintaining Excel spreadsheets and databases, and maintaining accurate records of research procedures.
4. Assisting with research data collection (e.g., booking or conducting telephone or online interviews).
5. Assisting with qualitative and quantitative data management, including data cleaning, coding, analysis, and summaries of findings.
6. Completing general project administration, assisting with ordering and purchase of research equipment, schedule research team meetings, assisting with preparing meeting documentation (e.g., agenda and minutes), room bookings, and videoconference set up.
7. Contributing to presentations, research reports and/or manuscripts for publication, including preparation of tables and figures using Word and Excel; PowerPoint presentations and preliminary drafting and editing.
8. 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 psychology, medicine, public health, health science or related behavioural science with Honours.
- 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 or grant writing.
- Demonstrated experience working on research projects in public health.
- 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) and Endnote.
- Well-developed interpersonal skills including the ability to work in a team environment demonstrating clear communication and mutual respect.
- Demonstrated ability to use initiative and act independently.

- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.
- Completion of a degree in psychology, medicine, public health, health science or related behavioural science with Masters is desirable.
- Proficiency in NVivo or another qualitative data analysis program is desirable.
- Experience working on projects related to alcohol and other drugs, and/or addiction is desirable.