

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



**Why is this Job Description being written?**  New Position  Replacement Position  Position re-designed  Position not previously described

**POSITION DETAILS:** **Position Title:** **RESEARCH ASSISTANT**

**Division:** Wesfarmers Centre of Vaccines and Infectious Diseases **Department:** Group A Streptococcal Diseases

**Position reports to: (role)** Clinical Research Fellow

**Location: include all possible locations** 100 Roberts Road, Subiaco

**POSITION PURPOSE:** In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

This role is responsible for working under the direction of the research fellows to coordinate a broad range of research projects in the field of respiratory, skin and hospital infections. This role provides an opportunity to support the logistic and administrative aspects of the fellow’s work, to ensure that the team continues to achieve high impact, clinically relevant excellence in research. Areas of focus will include research grant administration, clinical research ethics and governance, research translation, and programme efficiency and sustainability. The programme of work has both a local and national focus, through established links with a network of collaborators. The successful applicant will be expected to help develop and capitalise on this network. This position would suit somebody with research experience, project management, and excellent organisation skills, including a demonstrated capacity to co-ordinate diverse projects and respond to a dynamic work flow. Candidates should be passionate about research, working with vulnerable and low resource populations, and working in a supportive and dynamic workplace environment.

**KEY RESPONSIBILITY AREAS (Please list in order of importance)**

<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research Support</b>	40%	<ul style="list-style-type: none"> <li>• Assist in development of research projects, including reviewing and collating background knowledge, establishing collaborations, and developing methodological concepts</li> <li>• Assist in co-ordinating, writing and submitting grant applications including monitoring email correspondence, collating documents and monitoring timelines for application submissions</li> <li>• Manage successful grants</li> <li>• Assist the clinical research fellows in implementing, monitoring and overseeing a range of research projects based in WA and around Australia</li> <li>• Prepare and oversee ethics and governance processes</li> <li>• Undertake literature reviews of specific topics including structured search strategies and 'grey literature' and produce background documents outlining specific areas relevant to skin infections</li> <li>• Support the development of plain text summaries of research activities</li> <li>• Arrange and support meetings, events or visitors as required</li> </ul>	<ul style="list-style-type: none"> <li>• Strong research outputs with scope for expansion and development</li> <li>• Responsive engagement with research project activities and needs</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Accuracy of information</li> <li>• Positive feedback</li> </ul>
<b>Clinical Trial Support</b>	40%	<ul style="list-style-type: none"> <li>• Assist in setup activities for a clinical trial: <ol style="list-style-type: none"> <li>a) Development of clinical trial documentation</li> <li>b) Development of standard operating procedures, protocols and other study specific documentation as requested</li> <li>c) Good Clinical Practice requirements and recording keeping</li> <li>d) Ethics submissions and documentation</li> </ol> </li> <li>• Provide support to Clinical Research Fellow and Research Project Officer</li> <li>• Provide assistance with arranging meetings, events or visitors as required</li> </ul>	<ul style="list-style-type: none"> <li>• Strong research outputs</li> <li>• Responsive engagement with research project activities and needs</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Accuracy of information</li> <li>• Positive feedback</li> </ul>
<b>Project Reporting</b>	10%	<ul style="list-style-type: none"> <li>• Monitor progress and expenditure of individual projects &amp; overall research programme</li> <li>• Prepare reports (budgetary, status etc) as required</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are completed on time and within budget</li> <li>• All required project and budget reports are submitted within deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness</li> <li>• Accuracy of information</li> <li>• Positive feedback</li> </ul>
<b>Other tasks as required</b>	10%	<ul style="list-style-type: none"> <li>• Perform other relevant duties as required, at the request of the Team Leaders</li> </ul>		<ul style="list-style-type: none"> <li>• Feedback from line manager</li> </ul>

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE :**

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

Undergraduate degree in health, science or related field

**Skills, Knowledge & Experience:**

Experience in managing research projects encompassing multiple stakeholders  
 Ability to take direction and work independently  
 Excellent verbal and written communication skills, including demonstrated interpersonal skills  
 Proven project and time management abilities in a research context  
 Experience in developing clinical trial related documentation

**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE :**

**Qualifications:** what are the desirable educational, technical or professional qualifications required to competently perform role

Postgraduate qualifications in a relevant field or equivalent professional experience

**Skills, Knowledge & Experience:**

Knowledge of skin infections, rheumatic heart disease and other infectious diseases  
 Familiarity with EndNote referencing software  
 Familiarity with online article databases including PubMed  
 High-level administrative skills and the ability to manage projects within budget, on time and according to high standards  
 Experience working in Indigenous health or other low-resource settings  
 Good Clinical Practice certification

**SCOPE:**

**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

None

No. of indirect reports

None

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Group Leader

Immediate level of supervision

Research Fellow	Clinical Research Fellow	GAS Program Manager
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Other roles reporting to immediate supervisor

	Research Project Officer (Perth)	Research Assistant (Perth)	Project Manager (Broome)		
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Direct reports (role x no.)

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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

- 1 year contract with opportunity for extension.
- Role up to 1.0 FTE. To be negotiated with the successful incumbent.
- Role to report to the Research Fellows and indirect reporting line to GAS Program Manager.

The Wesfarmers Centre of Vaccines & Infectious Diseases at the Telethon Kids Institute brings together a number of independent researchers and research teams with a common aim; to find and deliver new and improved solutions to prevent and treat serious infections experienced by children or adolescents. Our research is focused on reducing the burden of infectious diseases through basic science, implementation science and policy advocacy. Our core teams are physically located at the Telethon Kids Institute in Perth with a number of remote staff and large number of national and international research collaborators. This position provides an opportunity to be part of an exciting research agenda and a growing team of dedicated professionals.