

JOB DESCRIPTION

Position Title	Research Assistant	Level	A
Reports to (role)	Program Manager, Infections & Vaccines		
Team	IDIR Team		
Location	Level 6, Perth Children's Hospital		

PURPOSE OF POSITION

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

The key objective of the role is to work closely with members of the Implementation Research team to assist in the delivery of existing and developing clinical research projects. Working with Project Managers, this role will provide support across a range of research projects in various stages of development.

KEY RESPONSIBILITIES

A maximum of 5 primary responsibilities for the position

List in order of importance

Workplace Safety is mandatory for all Job Descriptions

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research	<ul style="list-style-type: none">• Conduct day-to-day research activities including:<ul style="list-style-type: none">– Recruitment of participants– Data entry and data cleaning• Provide support to Project Managers to assist in the delivery of clinical research projects	<ul style="list-style-type: none">• Timeliness of achieving project milestones• Study team and stakeholder feedback

Project Administration	<ul style="list-style-type: none"> • Assist with the preparation and set up of meetings and events • Support the development of project reports, ethics applications and publications 	<ul style="list-style-type: none"> • Projects completed to the standards required by regulation and best practice • Successful submission of required documentation (e.g. ethics applications, safety event reporting)
Other)	<ul style="list-style-type: none"> • Other duties as directed by the Project Manager, Business Manager or Team Leader 	Feedback from Project Manager, Team Leader and Business Manager
Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	Bachelor degree in biological sciences, allied health, nursing or other relevant discipline OR equivalent work experience
Essential Skills, Knowledge & Experience:	<ol style="list-style-type: none"> 1. Experience in a research environment 2. Knowledge of GCP and applicable regulatory guidelines 3. Ability to work independently, take initiative, communicate and work within a team 4. Ability to be highly organised, with a proven ability to

	<p>prioritise tasks appropriately in a busy working environment</p> <ol style="list-style-type: none"> 5. Excellent interpersonal, verbal and written communication skills 6. Evidence of well-developed problem-solving ability 7. Ability to apply meticulous attention to detail 8. A high level of computer literacy including word processing, spreadsheets and databases 9. Ability to be flexible with working hours and travel interstate/overseas depending on study requirements
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DIRECT REPORTS <i>List by job title any positions to be supervised by this role</i>	None
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Approved by:	<i>Sarah Brazier</i>
Date approved:	<i>22/3/19</i>
Reviewed by P&C:	<i>22/3/19</i>