

RESEARCH ASSISTANT  
POSITION DESCRIPTION

<b>Position Title:</b>	Research Assistant	<b>Position Number:</b>	New	<b>Faculty/Division:</b>	Health Sciences
<b>Classification:</b>	HE04	<b>No. Direct Reports &amp; Highest Classified Position:</b>	Nil	<b>School/Branch:</b>	Paediatrics and Reproductive Health
<b>FTE:</b> 1.0	<b>Reports to: (Title)</b> Clinical Trials Manager	<b>Fixed</b> <input checked="" type="checkbox"/> <b>Continuing</b> <input type="checkbox"/>		<b>Discipline/Unit:</b>	Obstetrics and Gynaecology
<b>Position Summary:</b>	<p>The University of Adelaide is a leading research intensive and teaching University comprising of five faculties including the Faculty of Health Sciences, which is home to the School of Paediatrics and Reproductive Health.</p> <p>The School of Paediatrics and Reproductive Health is one of eight Schools in the Faculty of Health Sciences, and comprises the Discipline of Paediatrics and the Discipline of Obstetrics and Gynaecology. The School is internationally recognised for our research in Reproduction, Maternal and Child Health. The School is based across four locations, namely the Medical School, Royal Adelaide Hospital, Women's and Children's Hospital, and Lyell McEwin Hospital.</p> <p>As part of a busy research team conducting multi-centre research studies with women of reproductive age, the Research Assistant assists in the coordination of a number of multi-centre randomised controlled trials in pre-pregnancy and pregnancy. The studies are conducted at sites in Australia and New Zealand including The Women's and Children's Hospital, Lyell McEwin Hospital and Flinders Medical Centre.</p>				
<b>Position Characteristics:</b>	<p><b>Scope</b></p> <p>The Australian Research Centre for Health of Women and Babies (ARCH) carries out timely and high quality maternal and perinatal research across the spectrum from preconception, through pregnancy, childbirth, infancy and later life.</p> <p>From applied research through to clinical care and community implementation, ARCH conducts, evaluates, nurtures and translates relevant research and evidence to promote the best health for women and their babies.</p> <p>Working under general direction, the Research Assistant is involved in clinical research, including large randomised trials related to preterm birth.</p>				
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>▪ Health professionals within ARCH Organisations collaborating with various research studies</li> <li>▪ School of Paediatrics and Reproductive Health academic and professional staff</li> </ul>			
	<b>Special conditions</b>	<ul style="list-style-type: none"> <li>▪ Reasonable workplace adjustments will be made for people with a disability</li> <li>▪ Current Driver's Licence</li> <li>▪ Travel between local sites collaborating with research projects including the Women's and Children's Hospital, Lyell McEwin Hospital and Flinders Medical Centre will be required, as will home visits to participants in research projects</li> </ul>			
	<b>Delegations</b>	Nil			

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<b>Key Responsibilities and Outcomes</b>	1	Service and counselling	<ul style="list-style-type: none"> <li>▪ Organise and facilitate recruitment of eligible women into clinical research.</li> <li>▪ Counselling women regarding their participation in research studies.</li> <li>▪ Randomisation and follow up of women into studies ensuring compliance with study protocols and completion of study questionnaires.</li> </ul>
	2	Data collection	<ul style="list-style-type: none"> <li>▪ Maintain accurate records on all aspects of study participation with women participating in research studies.</li> <li>▪ Collect, record and check data relevant to research studies and data entry as required. Tracking receipt of data and resolving data queries.</li> <li>▪ Collect biological samples from participants including blood and saliva.</li> </ul>
	3	Organisation of study processes and materials	<ul style="list-style-type: none"> <li>▪ Assist to develop, refine and maintain study management processes to ensure the efficient and timely recruitment of women into research studies.</li> <li>▪ Development and management of trial supplies including stickers, questionnaires, data forms and promotional material.</li> </ul>
	4	Liaison with relevant stakeholders	<ul style="list-style-type: none"> <li>▪ Liaising with and follow up of women participating in studies.</li> <li>▪ Liaise with other health professionals engaged in the antenatal care of women participating in research studies.</li> </ul>
	5	Promotion and Education	<ul style="list-style-type: none"> <li>▪ Promotion of trials via newsletters, posters, and pamphlets</li> <li>▪ Education of antenatal health care providers regarding protocol for pregnant women participating in research study.</li> </ul>
<b>Criteria</b>	<b>Capabilities and Behaviours</b>		<ul style="list-style-type: none"> <li>▪ Takes responsibility for own work to achieve quality results.</li> <li>▪ Meets deadlines and follows through on commitments.</li> <li>▪ Constantly seeks to improve own performance.</li> </ul>
	<b>Achievement Drive</b>		<ul style="list-style-type: none"> <li>▪ Conveys ideas clearly to others, both verbally and in print.</li> <li>▪ Co-operates with others, shares relevant information and seeks information from others as required.</li> <li>▪ Sells ideas and is persuasive in influencing people.</li> </ul>
<b>Communication</b>			

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	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>Encourages cooperation and collaboration.</li> <li>Works effectively in a team environment.</li> </ul> <p><b>Service Focus</b></p> <ul style="list-style-type: none"> <li>Responds promptly to the needs of the client even when under pressure.</li> <li>Demonstrates active listening and questioning skills to identify client needs and issues.</li> </ul> <p><b>Flexibility and Adaptability</b></p> <ul style="list-style-type: none"> <li>Willingly adopts different approaches in order to achieve results.</li> <li>Is open to new and different ways of doing things.</li> </ul> <p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrated high level verbal, written and interpersonal communication skills.</li> <li>Competency in the use of computer software and experience in the use of standard MS-Office software tools.</li> <li>Ability to work well both independently and as a member of a team.</li> <li>High level organisation skills and an ability to work well under pressure to meet deadlines, and an ability to prioritise tasks and assignments.</li> <li>Demonstrated knowledge and experience of research methods.</li> <li>Experience working in a research environment.</li> <li>(Desirable) <ul style="list-style-type: none"> <li>Experience in working within clinical/clinical trials environment.</li> </ul> </li> <li>Post secondary qualifications and/or relevant experience.</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>	<ul style="list-style-type: none"> <li>All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</li> </ul>

