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| Role Description  |
| **Position Title:**  | Research Assistant (RA-C) | **Group:** | Anstey |
| **Reports to:**  | Dr Claire O’Connor | **Positions reporting to this role:**  | N/A |
| **Research Theme:**  | Dementia | **Project title:**  | Bridging the implementation gap: maximising everyday function for people with dementia |
| **Position Overview** |
| NeuRA Research Assistants are appointees who have technical and scientific qualifications and perform tasks that would usually require technical or scientific training. Research Assistants do not generally have a PhD. The Research Assistant is expected to provide effective research support within the project ‘*Bridging the implementation gap: maximising everyday function for people with dementia*’ to ensure project activities are conducted efficiently and in adherence with research protocols, timelines, and all ethical standards.  |
| **Neuroscience Research Australia (NeuRA)** |
| Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.  |
| **NeuRA’s Objectives** |
| “Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research.”NeuRA is committed to improving research quality. Our goals are to: * Raise awareness
* Educate, Train & Foster
* Promote Openness
* Adopt Improvement
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| **NeuRA’s Values** |
| Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA’s values are: **Impact. Collaboration. Respect. Excellence. Integrity. Innovation.**  |
| **Organisational Structure** |
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| **Key Responsibilities** |
| *Contributions to research* * contribute to research, e.g. through conduct of research-related procedures, development of research-related resources, or design or operation of laboratory and technical equipment
* provide quality research output, e.g.as a co-author of peer-reviewed scientific papers
* participate in professional activities, e.g. attendance and participation in conferences and seminars in his/her field of expertise

*Other contributions to the research team and to NeuRA* * contribute to the functioning of a cooperative, efficient and harmonious research team
* provide support to other members of the research team
* supervision of other members of the research team
* contribute to NeuRA outside of the research team
* exemplify NeuRA’s values in all your interactions with fellow researchers, operations and foundation staff as well as NeuRA contractors and collaborators
* Other duties commensurate with the role, as reasonably required
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| **Role Specific Responsibilities** |
| * Provide high level administrative and research support to the project team, and ensure that the project adheres to research protocols, timelines, and all ethical standards.
* Assist with ethics applications and modifications.
* Facilitate recruitment into various study projects. This will involve liaising with community aged care providers, allied health professionals, and people living with dementia and their informal carers.
* Assist with design and coordination of a Delphi survey using Qualtrics.
* Undertake data collection throughout the various study projects, and enter data into relevant databases.
* Develop and/or maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.
* Liaison with internal and external stakeholders. This will include responding to a range of telephone and email enquiries from internal and external stakeholders, and the provision of implementation support to providers implementing reablement within their service.
* Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings as required.
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| **Core Requirements and Experience** |
| * Background in allied health, health sciences, or nursing, with experience working in aged care or with people with cognitive impairment.
* Desirable: Master’s or honour’s degree in health-related field (e.g. psychology, allied health, nursing).
* Excellent written and oral communication skills
* Excellent organisational skills and detail oriented
* Team player and able to work well independently
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| **Performance Reviews** |
| All full and part time paid staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.  |
| **Workplace Health and Safety Responsibilities**  |
| Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies **Responsibilities of all workers:** * Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017
* Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
* Attend and complete all training sessions as required
* Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

**Additional responsibilities for managers and supervisors:** * Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
* Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
* Attend all required training sessions
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| **Diversity**  |
| NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.  |
| **Right to Work**  |
| You must have the right to live and work in Australia for the duration of your appointment at NeuRA.  |
| **Privacy Notification** |
| The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988. |
| **Changes**  |
| Changes to this role description may be made from time to time to suit the requirements of the organisation.  |

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| **Acceptance** |
| *I have read and understood the requirements of the role and expectations outlined in this Role Description* |
| Name:  |  |
| Signed:  |  |
| Date:  |  |