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| Role Description | | | |
| **Position Title:** | Casual Research Assistant (RA-B) | **Group:** | Anstey Group |
| **Reports to:** | Dr Nikki-Anne Wilson | **Positions reporting to this role:** | N/A |
| **Research Theme:** | Neurodegeneration - Dementia | **Project title:** | Improvisation Engagement to prevent Dementia (ImprovED)/Humour & Healthy Ageing (HaHA) |
| **Position Overview** | | | |
| NeuRA Research Assistants are appointees who have technical and scientific qualifications and perform tasks that would usually require technical or scientific training.  The primary role of the Casual Research Assistant is to assist with conducting a scoping review, participant recruitment and data collection for two studies on humour and its benefits for ageing and dementia prevention.  The role would suit a person with a psychology/social sciences degree. Experience working with older people would be an advantage. | | | |
| **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 | | | |
| **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 undertaking literature searches, research-related procedures and delivering of the workshops. * liaise with cross-disciplinary researchers at Improv Theatre Sydney/NeuRA.   *Other contributions to the research team and to NeuRA*   * contribute to the functioning of a cooperative, efficient and harmonious 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 |
| **Role Specific Responsibilities** |
| * Assist with literature searches, participant recruitment, workshop preparation, data handling. * Conduct participant on-boarding including obtaining informed consent, oversee workshops, participant wellbeing, and the security and accuracy of data collection and entry. * Assist with participant communications. |
| **Core Requirements and Experience** |
| Essential criteria:  • Undergraduate/honours degree in Psychology/Social Sciences or equivalent  • Interest in the applications of humour for health.  • Excellent organisational and communication skills  • Ability to work effectively with limited supervision  • Knowledge of human research ethics.  Experience conducting systematic/scoping reviews preferred  • Experience using quantitative data collection methods |
| **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 |
| **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: |  |