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| Role Description  |
| **Position Title:**  | Research Assistant (RA-B) | **Group:** | Anstey |
| **Reports to:**  | Prof Kaarin Anstey | **Positions reporting to this role:**  | N/A |
| **Research Theme:**  | Dementia prevention | **Project title:**  | CogDrisk |
| **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 position will support projects related to the Cognition and Dementia Risk Assessment (CogDrisk) Tool and its implementation in the community, as well as related projects. |
| **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’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: **Excellence, Integrity, Inclusion, Openness, Impact.** |
| **Organisational Structure** |
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| **Key Responsibilities** |
| *Contributions to research* * Prepare ethics applications for surveys and focus groups related to dementia risk assessment and implementation.
* Assist with running research projects including recruitment, organising meetings and assessments with participants, setting up surveys, basic data analysis, preparation of reports and presentations
* Administrative tasks associated with research projects such as booking travel, reimbursements for participants, file management, data management.
* Literature reviews relevant to dementia risk assessment and risk reduction
* Participate in professional activities, e.g. attendance and participation in conferences and seminars in 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** |
| * Prepare ethics applications for surveys and focus groups related to dementia risk assessment and implementation.
* Assist with running research projects including recruitment, organising meetings and assessments with participants, setting up surveys, basic data analysis, preparation of reports and presentations.
* Administrative tasks associated with research projects such as booking travel, reimbursements for participants, file management, data management.
* Literature reviews relevant to dementia risk assessment and risk reduction.
* Participate in professional activities, e.g. attendance and participation in conferences and seminars in field of expertise.
* designing and developing web-based surveys and risk assessment tools.
* supporting the set up and management of e-learning interventions for dementia risk reduction in vulnerable populations.
* liaising with software developers and external stakeholders to implement online risk assessment and risk reduction tools.
* data cleaning, management and preparation of project reports.
* assist with the preparation and submission of applications for approval to the Human Research Ethics Committee.
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| **Core Requirements and Experience** |
| * Honours degree in Psychology or equivalent 4 year psychology training.
* Excellent written and oral communication skills
* Demonstrated interest in ageing and dementia research
* Excellent organisational skills and detail oriented
* Team player
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| **Performance Reviews** |
| All full and part time paid staff will undergo a Performance Review with their supervisor to ensure they are being supported in their role. This Position Description may 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.  |
| **Acceptance** |
| *I have read and understood the requirements of the role and expectations outlined in this Role Description* |
| Name:  |  |
| Signed:  |  |
| Date:  |  |