

Role Description			
<b>Position Title:</b>	Research Assistant (RA-B)	<b>Group:</b>	Anstey Lab
<b>Reports to:</b>	Professor Kaarin Anstey	<b>Positions reporting to this role:</b>	N/A
<b>Research Theme:</b>	Cognitive Resilience	<b>Project title:</b>	ReMind Brain Health Study
Position Overview			
<p>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.</p> <p>A Research Assistant plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of brain health and cognitive resilience.</p> <p>The position will provide technical and research assistance to senior research staff in activities associated with the ReMind Brain Health project, including contribution and application of knowledge in the field of psychology.</p> <p>The role reports to Professor Kaarin Anstey and has no direct reports.</p>			
Neuroscience Research Australia (NeuRA)			
<p>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.</p>			
NeuRA's Objectives			
<p>Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research.</p>			
NeuRA's Values			
<p>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:</p>			
Excellence, Integrity, Inclusion, Openness, Impact			
Key Responsibilities			
<p><i>Contributions to research</i></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• provide quality research output, e.g. as a co-author of peer-reviewed scientific papers</li> <li>• participate in professional activities, e.g. attendance and participation in conferences and seminars in his/her field of expertise</li> </ul> <p><i>Other contributions to the research team and to NeuRA</i></p> <ul style="list-style-type: none"> <li>• contribute to the functioning of a cooperative, efficient and harmonious research team</li> <li>• provide support to other members of the research team</li> <li>• supervision of other members of the research team</li> <li>• contribute to NeuRA outside of the research team</li> </ul>			

- 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**

- Assisting with recruitment and onboarding of research participants. This will include administration of telephone questionnaires and cognitive assessments, as well as in person assessments.
- Scheduling and coordinating in-person appointments and managing participants enquiries.
- Accompany participants to the UNSW MRI facility at Prince of Wales Hospital and assist with participants attending SEALS (South-Eastern Area Laboratory Servies) pathology for blood collection and POWH for eye health assessments.
- Assist with managing, monitoring and purchasing consumables and supplies.
- Willingness to handle biological samples where required and with training.
- Adhering to research protocols, problem solving logistics and implementation of project protocols.
- Monitor data quality and accuracy, and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.
- Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.

### **Core Requirements and Experience**

- Completion of honours degree in Psychology or 4 year training in psychology.
- Experience or training in the assessment of research participants including experience in administering questionnaires and cognitive assessment is desirable.
- Experience working with older adults and in a health setting is desirable.
- Knowledge of research protocols, experimental design and planning as involved in developing research projects.
- Experience working with a range of computer systems and applications, including Microsoft Office programs.
- Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships, including with older adults and individuals with cognitive impairment.
- Excellent written and oral communication skills.
- Excellent organisational skills, and detail oriented.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

### **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

<p><b>Additional responsibilities for managers and supervisors:</b></p> <ul style="list-style-type: none"> <li>• Managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace</li> <li>• Managers and supervisors must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments</li> <li>• Attend all required training sessions</li> </ul>
<p><b>Diversity</b></p> <p>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.</p> <p>NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.</p>
<p><b>Right to Work</b></p> <p>You must have the right to live and work in Australia for the duration of your appointment at NeuRA.</p>
<p><b>Privacy Notification</b></p> <p>The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
<p><b>Changes</b></p> <p>Changes to this role description may be made from time to time to suit the requirements of the organisation.</p>