

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	<b>RESEARCH ASSISTANT</b>		
<b>Division:</b>	Children's Lung Health	<b>Department:</b>		
<b>Position reports to: (role)</b>	Dr Shannon Simpson, Children's Lung Health Team			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>To support a range of research projects within the Children's Lung Health team, including coordinating collaborative projects from initiation and recruitment through to data collection and management. The role will also involve managing databases and assisting with data cleaning and analysis as well as general research administration.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research Duties</b>	60%	<ul style="list-style-type: none"> <li>Running respiratory function testing as part of various research studies.</li> <li>Calibration, maintenance and quality control of lung function equipment.</li> <li>Collection of relevant data using research questionnaires and other relevant tools</li> <li>Preliminary reporting of research results.</li> <li>Organising and finalising respiratory function reports and other relevant research outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Able to encourage and adapt interactions to suit participant age and ability.</li> <li>Patient with and encouraging of children.</li> <li>Finalised reports for research outcomes for each study.</li> </ul>	<ul style="list-style-type: none"> <li>Successful test result in majority of participants.</li> <li>Positive feedback from study participants.</li> <li>Timely input of lung function data into project databases.</li> </ul>
<b>Research Administration/Other</b>	10%	<ul style="list-style-type: none"> <li>Assist with / undertake ethics applications and amendments</li> <li>Assist with / undertake manuscript preparation</li> <li>Prepare presentations and conference posters</li> <li>Conduct background research as required</li> <li>Literature review of specific topics.</li> <li>Training and oversight of junior team members and students working alongside on the projects.</li> </ul>	<ul style="list-style-type: none"> <li>Timely approval of project applications and amendments.</li> <li>Clear and concise communication.</li> </ul>	<ul style="list-style-type: none"> <li>Applications and amendments submitted within given timeframe.</li> <li>Successful submission of manuscripts, and conference posters/presentations.</li> </ul>
<b>Data Management</b>	10%	<ul style="list-style-type: none"> <li>Creation of databases and data dictionaries.</li> <li>Ensuring reliability of data within the databases.</li> <li>Checking, cleaning and coding datasets.</li> <li>Manipulation and analysis of data, including merging datasets.</li> </ul>	<ul style="list-style-type: none"> <li>Datasets ready for analysis when expected.</li> <li>Development of syntax logs/data dictionaries.</li> </ul>	<ul style="list-style-type: none"> <li>Quality of data cleaning and analysis.</li> <li>Positive feedback from team leader/collaborator.</li> </ul>
<b>Good Clinical Practice</b>	10%	<ul style="list-style-type: none"> <li>Maintaining records for trials and studies according to GCP guidelines.</li> <li>Consenting participants into research, in line with ethical principles of GCP.</li> <li>Storage and dissemination of confidential data in line with GCP guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of and appreciation for treatment of working with highly confidential information.</li> <li>Appropriate storage of data and participant details.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from participants and team members in terms of all stages of research process.</li> <li>Consistently high levels of confidentiality.</li> </ul>
<b>Team Membership</b>	10%	<ul style="list-style-type: none"> <li>Working cohesively and collaboratively with others – both internal (direct team members) and external (other institute staff, collaborators and members of the clinical team).</li> </ul>	<ul style="list-style-type: none"> <li>Effective teamwork.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from team members and collaborators.</li> </ul>

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Bachelor of Science (Health or Physiology) with Honours or equivalent

**Skills, Knowledge & Experience:**

- Demonstrated experience in respiratory physiology understanding and assessment
- Demonstrated capacity to work with children of all ages
- Basic research skills including
  - Experience with Microsoft Office suite, Endnote referencing and editing and other relevant software tools.
  - Experience with academic database search strategies and literature review process.
- Writing skills, including capacity to summarize and communicate technical/clinical concepts in a clear and concise manner.
- Self-management and high personal motivation.
- Excellent organization and communication skills.
- Obtaining and maintaining West Australia Working with Children Check is mandatory

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Postgraduate qualifications in Health Sciences (Masters or Postgraduate Diploma)

**Skills, Knowledge & Experience:**

- Interest, experience and enthusiasm relevant to health service delivery, public health, health policy and advocacy.
- Interest and experience in research translation, project management, and implementation.
- Understanding of or experience in epidemiology.

## SCOPE:

**Financial accountability:** Does this role have accountability for a budget? Nil

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Team Leader

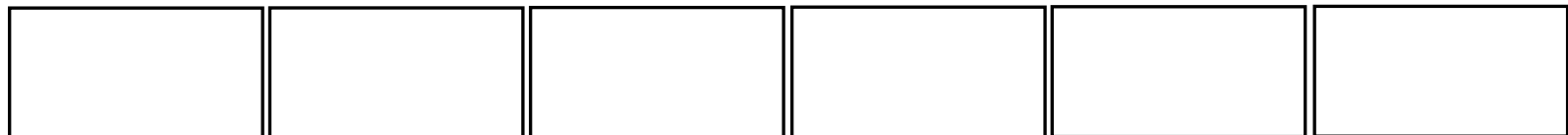
Immediate level of supervision

Senior Research Fellow

Other roles reporting to immediate supervisor



Direct reports (role x no.)



**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

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