

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Research Assistant
Position Number	
Classification	Research Assistant RA1- RA4
Location	85 Commercial Road Melbourne
Effective Date	January 2019

Purpose:

Provide general research and administrative support to the programs with a focus on elimination, behaviour and risk and new initiatives. There are a number of roles available working in the following areas:

- Working to increase the numbers of people accessing hepatitis C treatment across Australia. This role is part of the Eliminate Hepatitis C (EC) Australia Partnership, supported by an NHMRC Program Grant. As part of this role, you will be of assistance to lead researchers of the Partnership to achieve the overall aim of the EC Australia Partnership, which is to ensure high numbers of people with hepatitis C infection have treatment so Australia meets the 2030 elimination targets.
- Working on a combination of office-based and field-based studies on illicit drug use. This role sits within the Alcohol and Other Drugs Working Group and would work on various studies relating to people who use drugs.

The position is funded for an initial period of 12 months.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Dr Alisa Pedrana, Eliminate Hepatitis C Australia Coordinator, Disease Elimination Program or Amy Kirwan, Program Manager, Behaviours and Health Risks Program
Other positions reporting to <u>this</u> position	None

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
Research Support	<p>Work within a Public health program to provide administrative and research assistance to several research studies – including preparing policy analysis, literature reviews, writing grant and ethics applications, research and conference papers.</p> <p>Support project implementation, recruitment and project tasks: data collection, entry and analysis as required by project manager.</p> <p>Support coordination with partners, including management of communications (eg</p>

Key Responsibility Areas	
	<p>teleconferences) and meetings.</p> <p>Contribute to the preparation and dissemination of project progress reports and other project documentation, including relevant compliance and reporting to funding bodies.</p> <p>Assist in the development of EC Australia knowledge translation publications and resources, including coordinating.</p> <p>Perform other duties as requested by the Supervisor.</p> <p>Ensure maintenance of high scientific and ethical standards across projects.</p> <p>Collect research data via outreach fieldwork methods in the community.</p> <p>Undertake policy analysis and associated report writing.</p>
Support to education and training	Assist with organising of working group education and training activities (such as short courses, operational research training, institute seminars), through supporting coordination of program, preparation of presentations and materials and facilitation of sessions.
Support to project reporting and communications	<p>Support media, website, communications and dissemination of working group activities as required, working with the Supervisor and Burnet communications staff.</p> <p>Assist with drafting and editing of reports working with relevant activity managers/leaders or team members.</p> <p>Assist with preparation of presentations and briefs as required.</p>
Other responsibilities	<p>Develop and maintain good relationships with external stakeholders.</p> <p>Plan and coordinate events in project development and conduct stakeholder engagement.</p> <p>Represent the Burnet Institute at project meetings with collaborators, external stakeholders and/or funding agencies.</p> <p>Attend conferences, seminars and forums as requested. Identify appropriate representational opportunities for the Burnet Institute at conferences, seminars and forums.</p>
Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
Training	Responsible for completing all required training in line with the position / role.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications	Essential/ Preferable
Bachelor degree with Honours (or equivalent)	Essential
A driver's license valid in the state of Victoria	Essential

Experience / Knowledge / Attributes	
1. Excellent interpersonal and communication skills including the ability to engage professionally with stakeholders, display empathy and understanding in dealing with marginalised people and practice assertiveness in challenging situations	Essential
2. Excellent written and verbal communication skills	Essential
3. Excellent organisational and time management skills, including being able to manage multiple research-related tasks	Essential

4.	Excellent working knowledge of the Microsoft Office suite and other database packages	Essential
5.	Capacity to work well under minimal supervision, and willingness to contribute to broader research and administrative tasks	Essential
6.	Experience with conducting health related research or health sector development	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Alisa Pedrana.