

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:

The Research Assistant role is responsible for providing research support to the ACCESS surveillance project, which monitors blood borne viruses and sexually transmissible infections across Australia. This position will support the on-boarding of new study sites; prepare reports and presentations for existing sites; assist with data management and analysis; and with communication with stakeholders on project progress and findings.

Supervision Reporting Relationships:

This positions' supervisor/manager	Jason Asselin and Carol El-Hayek
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		
1.	Research support	Working to provide administrative and research assistance across a range of research projects: Tasks will include: <ul style="list-style-type: none"> • Support project implementation, recruitment and project tasks: data collection, analysis and interpretation • Prepare reports, abstracts and manuscripts for meetings and publications • Contribute to the preparation and dissemination of project progress reports and other project documentation • Ensure maintenance of high scientific and ethical standards across projects
2.	Support to project reporting and communications	Support media, website, communications and dissemination of activities as required, working with the Supervisor, project executive and Burnet communications staff. Assist with drafting and editing of reports working with relevant activity managers/leaders or team members. Assist with preparation of presentations and briefs as required.
3.	Other responsibilities	Develop and maintain good relationships with external stakeholders
4.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
5.	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	Preferable

Experience / Knowledge / Attributes		
1.	Excellent interpersonal and communication skills including the ability to engage professionally with stakeholders.	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 Stata, the Microsoft Office suite and other database and statistical 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	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 Jason Asselin.