

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Research Assistant
Classification	Research Assistant RA1 – RA4 (circa \$65k - \$75k per annum)
Discipline	Public Health
Hours	Full time. Part time considered on request.
Location	85-89 Commercial Road Melbourne
Effective Date	April 2019

Position Purpose:

The Research Assistant will provide research support across a range of projects connected to the Behaviours and Health Risks and Disease Elimination Programs at the Burnet Institute. The successful applicant will work on multiple projects in the public health field, particularly projects relating to sexual health and young people.

Applicants should have experience and understanding of public health research. They will be responsible for managing and co-ordinating ongoing research studies. Work will involve both qualitative and quantitative data collection and analysis. The applicant would require experience in at least one of these skill sets and a willingness to learn research skills in other areas.

Supervision Reporting Relationships:

This positions' supervisor/manager	Megan Lim and Mark Stoové
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.	Manage research projects under supervision
2.	Engage, recruit, contact and co-ordinate research participants
3.	Implement and manage online and face-to-face surveys
4.	Conduct research interviews, focus group discussions and workshops
5.	Conduct formative and outcome evaluation of health promotion interventions
6.	Perform analysis of quantitative and qualitative data
7.	Conduct literature reviews
8.	Prepare ethics and grant submissions
9.	Write research publications and reports
10.	Deliver research presentations at meetings and conferences
11.	Contribute to research study design and implementation
12.	Engage in research dissemination and translation activities
13.	Perform administrative duties

Key Responsibility Areas		
14.	Participate in professional development and meetings as required	
15.	Occupational Health & Safety	Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Employees
16.	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's degree in public health, science, psychology or related disciplines	Essential
	Honours or Master's degree in public health, science, psychology or related disciplines	Preferable

Experience / Knowledge / Attributes		
1.	Experience with collection and analysis of qualitative and/or quantitative data	Essential
2.	Excellent written and verbal communication skills, including the ability to engage professionally with stakeholders and in a friendly, non-judgemental way with a diverse group of participants	Essential
3.	Project management experience	Preferable
4.	Experience with literature review, grant writing and ethics applications	Preferable
5.	Experience using a statistical package and/or database software, e.g. Stata, SPSS, SAS	Preferable
6.	A demonstrated academic track record (e.g. publications)	Preferable
7.	Experience in sexual health or other areas of public health 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 Dr Megan Lim or Professor Mark A Stoové.