POSITION TITLE	**Research Assistant**
JOB PROFILE ID	**RST_HEO5_SJP_01**
JOB CATEGORY	**Professional**
JOB FAMILY	**Research Support**
COMPENSATION GRADE	**HEO5**
MANAGEMENT LEVEL	**19 Individual Contributor**

POSITION DESCRIPTION SUMMARY

PRIMARY FUNCTION
The Research Assistant contributes to the development of research protocols and driving the execution of research activities. They streamline grant application processes, provide vital research-related advice, and manage data analysis. They also collaborate with researchers and stakeholders to ensure a seamless flow of research documentation.

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The Research Assistant works under general supervision, performing tasks as directed and in accordance with defined responsibilities. They make choices between established methods of work and plan and prioritise their work to ensure deadlines are met. They will resolve routine matters related to responsibilities and help resolve more complex matters.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0133041 Senior Lecturer - Dr Malcolm Starkey
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Contribute to the design and development of research protocols, ensuring timely execution of research activities.

2. Coordinate and submit grant applications, ensuring compliance with all requirements.

3. Provide guidance on research regulations, policies, and procedures, ensuring projects align with standards.

4. Assist with data collection and analysis, ensuring data quality and accuracy.

5. Collaborate with researchers, clinical specialists, and affiliated partners to share findings and progress.

6. Manage the documentation process for research publications, from drafting to submission, and maintain comprehensive research records.

7. Facilitate ongoing communication with a broad range of stakeholders, proactively addressing any concerns, and collaborating with team members to continuously improve stakeholder relations.

8. Coordinate with the team to produce quality reports, verify data accuracy within university systems, and actively engage in compliance initiatives to uphold regulations.

9. Process regular purchasing and payment activities, ensuring timely and accurate invoice management.

10. Lead by example in prioritising health and safety within daily operations, coordinate with peers for safety drills and training, and proactively identify areas for safety improvement within the work scope.

11. Undertake other duties appropriate within the classification level as required.

EDUCATION

Education
Other - An equivalent combination of relevant training and experience
Tertiary qualifications - In a relevant field

Only one Field of Study needs to apply. The Education requirements should be considered in conjunction with the Work Experience requirements.

CERTIFICATIONS

Certifications

SKILLS

Skills
Ability to Communicate Effectively
Attention to Detail.
Computer Literacy.
Customer Service..
Data Analysis
Organisation and Time Management.
Research Software
Teamwork and Collaboration.

WORK EXPERIENCE

Work Experience
Conducting scientific literary searches.
Coordinating and/or managing grant application process.
Experience in people management, including managing staff performance and development.
Managing, reporting, and disseminating research data.
Research administration.
Working in a research-intensive environment.
Working in the higher education sector.

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	FOU

Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Actively manages opportunities, risks and issues	Actively manages opportunities, potential risks and uncertainties to achieving the strategic objectives of the University.	FOU
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	FOU
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	FOU
Fosters strong partnerships	Develops, sustains and strengthens internal and external relationships for the betterment of the University.	FOU
Negotiates effectively	Understands own and others needs to communicate professionally and openly, making appropriate trade-offs to reach optimal outcomes for the University	FOU
Seeks insights to inform decisions	Gathers, consolidates and evaluates a range of information to uncover key insights and inform business decisions across the University.	FOU
Understands the nature of research	Understands the nature of research work, research timeframes, the legislative and funding environment and navigating this landscape to support staff to deliver on the research objectives of the University.	FOU

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	FOU
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	FOU