

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



**Why is this Job Description being written?**  New Position  Replacement Position  Position re-designed  Position not previously described

**POSITION DETAILS:** **Position Title:** **RESEARCH ASSISTANT**

**Division:** **Department:** Child Health, Development and Education, inclusive of the Fraser Mustard Centre

**Position reports to: (role)** Sally Brinkman, Co-Director, Fraser Mustard Centre

**Location: include all possible locations** 31 Flinders St Adelaide SA 5000

**POSITION PURPOSE:** In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

This role involves providing research support to senior researchers in the Adelaide team, of which the overall aim is to conduct high quality research around early child development with a focus on translating research to policy and practice.

### KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

<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

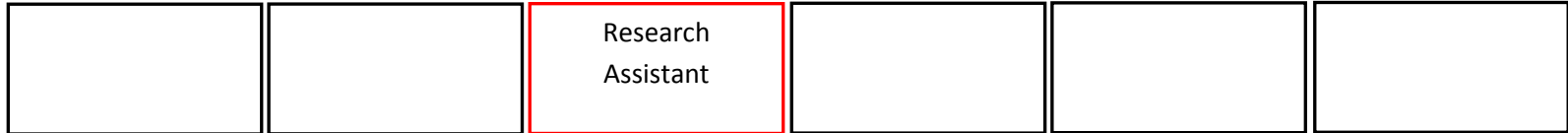
<b>Research Support</b>	100%	Any activities required by research projects, including: <ul style="list-style-type: none"> <li>• Preparation of ethics and grant applications</li> <li>• Participant recruitment, data collection and analysis where required</li> <li>• Attend project meetings and events where required</li> <li>• Conduct literature reviews and draft research reports</li> <li>• Any additional ad hoc support to senior research staff.</li> </ul>	Deliver on contract research as assigned within the project timelines.	Meeting project deadlines and receiving positive feedback on the quality of work from both the supervisor and contracting body.
<b>ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:</b>				
<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role		Honours degree in Psychology or similar, e.g. Public Health		
<b>Skills, Knowledge &amp; Experience:</b>		<b>Technical skills:</b> Strong communication and interpersonal skills Well-developed organisational and time management skills Strong written language skills and experience in conducting literature reviews Experience in conducting data analyses using statistical software, e.g. SPSS, R or similar <b>Personal attributes:</b> Willing to learn and engage in self-reflection		
<b>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</b>				
<b>Qualifications:</b> what are the desirable educational, technical or professional qualifications required to competently perform role		N/A		
<b>Skills, Knowledge &amp; Experience:</b>		Experience in preparing ethics applications, grant applications and research reports Previous RA experience, i.e. data collection and analyses		
<b>SCOPE:</b>				
<b>Financial accountability:</b> Does this role have accountability for a budget?				
<ul style="list-style-type: none"> <li>• No</li> </ul>				
<b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?				
No. of direct reports	0	No. of indirect reports	0	

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

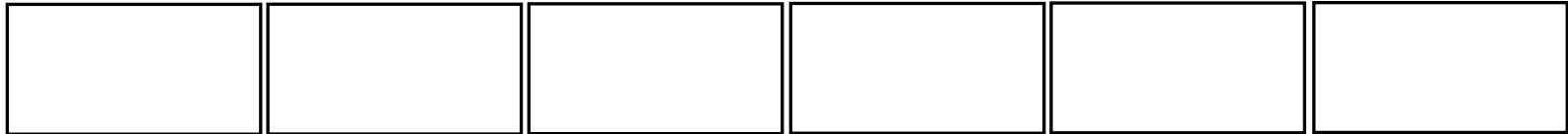
Immediate level of supervision

Co-Director,  
Fraser Mustard  
Centre

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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