

# JOB DESCRIPTION

<b>Position Title</b>	Research Assistant, Autism Team	<b>Level</b>	A
<b>Reports to (role)</b>	Program Manager		
<b>Team</b>	Autism		
<b>Location</b>	CliniKids, 100 Roberts Road, Subiaco		

## PURPOSE OF POSITION

*Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.*

The successful applicant will work closely with members of the Autism Research Team and CliniKids to assist in the delivery of existing and developing research projects in our new facility. The position will involve assisting in the setup, delivery and training of protocols for our research and clinical projects.

## KEY RESPONSIBILITIES

*A maximum of 5 primary responsibilities for the position*

*List in order of importance*

*Workplace Safety is mandatory for all Job Descriptions*


<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>	<b>Measures</b>
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<b>Research</b>	<ul style="list-style-type: none"> <li>• Research into existing programs and literature searches on two specific projects.</li> <li>• Conduct the day-to-day research activities including: <ul style="list-style-type: none"> <li>• Recruitment of participants</li> <li>• Behavioural testing of children during baseline and follow-up assessments (e.g. administering questionnaires and face-to-face measures),</li> </ul> </li> <li>• Data entry</li> <li>• Setup AV equipment and protocols</li> <li>• Setup of Redcap database</li> <li>• Liaison with other research sites around Australia</li> <li>• Assist with similar data collection, entry and analysis on other research projects (as required)</li> </ul>	<ul style="list-style-type: none"> <li>• Timeliness of achieving project milestones</li> <li>• Timeliness of achieving proficiency of relevant assessments</li> </ul>
<b>Research Administration</b>	<ul style="list-style-type: none"> <li>• Generate and maintain standard operating procedures</li> <li>• Curate relevant databases</li> <li>• Participate in team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Relevance of standard operating procedures</li> <li>• Timeliness to complete administrative duties</li> </ul>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>• Identify and assess workplace hazards and apply hazard controls.</li> <li>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>• Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities are embedded in work practices.</li> <li>• Hazards are effectively managed or reported.</li> <li>• Accidents and incidents are reported in a timely manner.</li> <li>• All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

<b>Qualifications:</b> <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	Bachelor's degree in area relevant to ASD Demonstrated knowledge of ASD research and related methodologies
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Ability to administer psychometric assessments relevant to ASD (proficiency in ADOS modules 1 and 2 is highly desirable)</li> <li>• High-level written and oral communication skills</li> <li>• Demonstrated ability to set goals, develop priorities and meet deadlines</li> <li>• Ability to work effectively as part of a broad, multidisciplinary team that spans several sites</li> <li>• 'Working with Children Check' and 'National Police Clearance' prior to commencement will be mandatory (not necessary to obtain at the time of job application)</li> <li>• Knowledge and experience in developing research databases</li> <li>• Skills, or interest in obtaining skills in Phlebotomy is desirable but not essential</li> </ul>

<b>DIRECT REPORTS</b> <i>List by job title any positions to be supervised by this role</i>	
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<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description and job title</i>	
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>	13/03/19
<b>Reviewed by P&amp;C:</b>	<i>Date when the job description was last reviewed by People &amp; Culture</i>	20/3/19