

# RESEARCH ASSISTANT

**Job No. 4463**



*The University of Newcastle is an equal opportunity employer committed to equity, diversity and social inclusion. Women and Aboriginal and Torres Strait Islander candidates are particularly encouraged to apply.*

- Fixed term contract until 30 April 2021
- Part time position | Flexibility to balance work from home/office
- Data cleansing project for the *SUNRRISE Australia Trial*

## **Be challenged and imagine with us**

The School of Medicine and Public Health is the largest of four Schools within the Faculty of Health and Medicine. With a strong research focus, the school works closely with the Hunter Medical Research Institute (HMRI) which has pioneered the integration of multi-campus university and hospital-based research.

SUNRRISE Australia is a multicentre collaborative Randomised Controlled Trial investigating the use of Single Use Negative Pressure Dressings in the reduction of Surgical Site Infection incidence following emergency abdominal surgery.

Based at HMRI, this position is funded by the Medical Research Future Fund International Clinical Trial Collaborations Program and is being offered as a fixed term contract until 30 April 2021. This part time position is an opportunity to utilise your previous clinical trials experience whilst enjoying flexibility in hours and a balance between working from home and the office.

## **How will you inspire us?**

You will bring a commitment to delivering a high standard of accuracy and attention to detail that is critical to ensuring the data for the SUNRRISE Australia clinical trial is of the highest quality.

In this role, you will maintain up-to-date trial databases, involving data entry, data retrieval and quality checks along with reviewing submitted trial data, creating data query clarifications in order to resolve any missing, incomplete or contradictory data.

Along with having relevant clinical trials data cleansing experience, you will possess a detailed understanding of clinical trial research methods, governance and Good Clinical Practice. Your problem solving skills and ability to use sound judgement, discretion and innovation to make balanced decisions will contribute to successful project outcomes. You will confidently engage with stakeholders to build and maintain collaborative relationships and contribute to a positive workplace culture across the SUNRRISE research team.

For additional information on the position contact Natasha Egoroff | Research Coordinator on 02 4923 6248 or via email on [Natasha.Egoroff@newcastle.edu.au](mailto:Natasha.Egoroff@newcastle.edu.au)

For a full job description including the essential criteria, visit <https://www.newcastle.edu.au/about-uon/jobs-at-uon/job-vacancies>.

## **Conditions & Benefits**

HEW Level 5 - \$69,900 to \$81,085 plus 9.5% superannuation.

A range of flexible salary packaging options is also available.

Additional information on benefits and conditions of employment is available via these links;  
<http://www.newcastle.edu.au/about-uon/jobs-at-uon/benefits-at-a-glance>  
<http://www.newcastle.edu.au/about-uon/jobs-at-uon>

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## **Further Information**

For additional information on the position contact Dr Peter Pockney, Senior Lecturer, School of Medicine and Public Health, Faculty of Health and Medicine on (02) 4985 5527 or email: [Peter.Pockney@newcastle.edu.au](mailto:Peter.Pockney@newcastle.edu.au)

## **Submitting your application**

**Please note: your application must include;**

- **a statement addressing the essential criteria (4 pages max)**
- **your CV with contact details for three relevant referees.**

Before submitting your application please read the important information and useful tips on what to include - available via this link: [Submitting your application](#)

Additional information about our application process is available via this link: [Application Process](#)

If you have any difficulties uploading your application please telephone HR Services (+61 2)4033 9999 - and press 2- during business hours (AEST) or email: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au)

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## POSITION DESCRIPTION

Position title	Research Assistant
HEW Level	HEW 5
School / Unit	School of Medicine and Public Health
Faculty / Division	Faculty of Health and Medicine
Reports to	Peter Pockney - Senior Lecturer, School of Medicine and Public Health
Direct reports	Nil
Indirect reports	Nil
Contract type	Fixed-term Full-time, possibility of job share

## ROLE DESCRIPTION

The Research Assistant is responsible for ensuring that the data for the SUNRRISE Australia clinical trial is of the highest quality. This will include managing adherence to the trial protocol, and ensuring consistency, accuracy and completeness in the trial data.

## OVERVIEW OF THE UNIVERSITY, FACULTY/DIVISION AND SCHOOL/UNIT AND POSITION CONTEXT

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, [the University of Newcastle's Looking Ahead Strategic Plan 2020-2025](#) outlines the University's commitment to delivering an exceptional student experience and serving our communities.

The School of Medicine and Public Health is the largest of four Schools within the Faculty of Health and Medicine. The School's educational strengths are the Doctor of Medicine – Joint Medical Program (MD-JMP) and postgraduate programs in public health. The School also has a strong research focus and works closely with the Hunter Medical Research Institute (HMRI) which has pioneered the integration of multi-campus university and hospital-based research. From 2020 the school will also offer an innovative Bachelor of Public and Community Health. Our mission is to make a positive difference to the health of people on the Hunter region, Australia, and worldwide, by being at the forefront of Australian medical and public health education and research for the 21<sup>st</sup> century.

This role reports to Dr Peter Pockney who sits within the School of Medicine and Public Health.

## ORGANISATION CHART



## ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

*Areas of accountability listed in approximate order of importance and time commitment*

Areas of accountability	Core responsibilities and typical activities	Measures of performance
Manage trial data to ensure a high quality data set is obtained	<p>Review submitted trial data, and create data query clarifications to resolve any missing, incomplete or contradictory data.</p> <p>Maintain up-to-date trial databases, involving data entry, data retrieval and quality checks.</p> <p>Liaise with state trial coordinators and participating SUNRRISE investigators for the purpose of ensuring protocol adherence, return of trial data and documents and data cleaning.</p>	<p>Research coordinator satisfaction</p> <p>Research coordinator satisfaction</p> <p>Research coordinator satisfaction</p>
Project Management	<p>Assist with the preparation of database reports and basic data statistics, when required</p> <p>Assist with the creation of data management Standard Operating Procedures, when required</p>	<p>Research coordinator satisfaction</p> <p>Research coordinator satisfaction</p>
Communication	Liaise and consult with participating SUNRRISE investigators, data entry staff and team members as required to ensure effective research outcomes.	Professional communication
Training	Provide guidance to participating SUNRRISE investigators to ensure high quality data and protocol compliance.	Guidance provided

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## POSITION CHARACTERISTICS

<b>Professional / Industry Knowledge</b>	Knowledge of clinical trial research and ICH Good Clinical Practice.
<b>Level of supervision / independence</b>	Under general direction, set priorities and monitor project workflows. Determine appropriate use of methods, tasks and sequences.
<b>Problem solving and judgement</b>	Identify responses to new or unique circumstances for consideration by others, including making recommendations to Management.  Demonstrate ability to make balanced, well informed decisions in relation to own work area. Apply expertise in a particular set of rules or regulations to make decisions
<b>Key relationships (internal &amp; external) &amp; immediate team</b>	Establish and maintain effective and productive working relationships and communications with team members. Communicate professionally with all participating SUNRRISE researchers.
<b>Special Characteristics</b>	Ability to work overtime, when necessary
<b>WWC Check Required</b>	No
<b>Criminal Record Check required</b>	No

## EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with an Individual Contributor Level as outlined in the Leadership Framework.

The University of Newcastle Leadership framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

## INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the essential criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

## ESSENTIAL CRITERIA

- Degree with subsequent relevant clinical trials experience.
- Detailed knowledge of ICH Good Clinical Practice Guidelines.
- Demonstratable high level communication and interpersonal skills
- Demonstratable commitment to high professional standards in all aspects of work
- Clear understanding and commitment to the importance of data integrity in clinical trials
- Ability to maintain high work standards with minimal supervision
- Ability to make sound decisions within your sphere of responsibility and take responsibility for delivering to plan and on time.
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

PD last reviewed:	22/10/2020
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