Burnet Institute
Medical Research. Practical Action.

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Research Assistant – Viral Hepatitis
Classification	Research Assistant ($66,828 -$78,281 per annum) dependent on experience and qualifications
Location	85 Commercial Road Melbourne
Effective Date	February 2021

Purpose:

The Research Assistant (0.6-1.0 FTE negotiable) will join the QuickStart Study team which is be based within the Viral Hepatitis Working group and the broader Disease Elimination Program. The QuickStart team is a small multi-disciplinary group that works with the broader Disease Elimination Program, a dynamic and experienced group of public health researchers and practitioners.

The QuickStart Study is a cluster cross-over randomised controlled trial set in primary healthcare services. The study will explore three interventions focused on rapid point-of-care hepatitis C testing and treatment initiation. Hepatitis C treatment uptake and cure, across the different interventions, will be assessed. Thirty services from across Australia will participate in the study.

The purpose of the Research Assistant role is to support the operational and administrative activities required to implement this complex, national, multi-site trial. To be successful in this role you will have had experience working on multi-site projects ideally in the clinical research sector. You will have a strong attention to detail and experience with contracts.

The Research Assistant may also support other research projects within the Disease Elimination Program. This is a fixed term position for 12 months.

Supervision Reporting Relationships:

This positions' supervisor/manager	Dr Imogen Elsum
Other key management relationships	Dr Katherine Heath, Dr Alisa Pedrana, A/Prof Joe Doyle
Other positions reporting to this position	N/A

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.	**Operational Support**	• Assist the program manager and other QuickStart study team members with the running and monitoring of study related activities. • Support the coordination of site training and site initiation. • Liaise with health services and organisations regarding provision of relevant study documentation, data collection and study activities. • Provide support to program manager around the ordering and planning of study diagnostics, drugs and consumables for participating study sites.

	Key Responsibility Areas	
		• Assist with ethics submissions and site-specific ethics/governance requirements. • Provide support to other projects within the Disease Elimination Group as required.
2.	**Project and Administrative Support**	• Assist in the process of development and implementation of contracts between the Burnet and study sites. • Assist in managing risk and compliance assessments of study sites. • Manage and coordinate study documentation centrally and with sites to ensure that study files are current and easily accessible. • Update and maintain project management plans. Provide project management support to track inputs, progress and outputs against work plans. • Support communications and dissemination of study activities within study team, study sites and project funder. • Contribute to the development of study progress reports. • Provide administrative support where required (eg. setting up meetings, agendas, minutes, etc).
3.	**Technical Research Support**	• Under supervision, assist with data cleaning, analysis and reporting to study team, stakeholders and external parties. • Review and test data collection and quality control processes.
4.	**Relationship Management**	• Establish and enhance strong working relationships with stakeholders. • Work in collaboratively with study team. • Develop and maintain good relationships with the wider Burnet Institute
5.	**Occupational Health & Safety**	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
6.	**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/ Desirable
	Undergraduate degree in relevant discipline	Essential
	Postgraduate degree in relevant discipline	Desirable

Experience / Knowledge / Attributes		
1.	Demonstrated organisational skills with the ability to manage priorities and meet deadlines and timeframes.	Essential
2.	Excellent administrative skills and attention to detail.	Essential
3.	Demonstrated experience in working on complex projects.	Essential
4.	Excellent communication and interpersonal skills.	Essential
5.	Sound knowledge of clinical research contract management principles including contract preparation and monitoring.	Desirable

6.	Experience working in the clinical research or clinical trials sector.	Desirable
7.	Experience working with databases or information systems ideally within a health or research program	Desirable
8.	Capacity to work independently exercising strong judgement, decision-making and problem-solving skills	Desirable
9.	Understanding of the regulatory, ethics and governance requirements of clinical research and clinical trials.	Desirable
10.	Experience preparing ethics and governance applications for multi-site research studies.	Desirable
11.	Experience in hepatitis, sexual health or other areas of public health research	Desirable

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.

This position involves the following contact with children (any individual aged under 18 years):

None

SECTION D: Burnet Overview

Burnet Institute is a leading Australian, unaligned, not-for-profit 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.

Since 1986, Burnet has linked discovery-oriented, medical research with practical action to help solve devastating global health problems that affect the most vulnerable. This sets us apart from other organisations. Institute-wide interdisciplinary health programs - Maternal, Child and Adolescent Health; Disease Elimination; Behaviours and Health Risks, and Health Security - are at the heart of our daily decision-making. The Institute's highly diverse skill base of laboratory and field research, and technical expertise, is fostered across cross cutting disciplines of Life Sciences, Public Health and International Development.

Whilst our headquarters is in Melbourne, Australia, we also have offices in Papua New Guinea and Myanmar, and are actively involved in research and public health programs throughout Australia, the Asia-Pacific region, and Africa. Burnet is the only unaligned organisation in Australia that has dual accreditation with both the Australian National Health and Medical Research Council (NHMRC) and the Department of Foreign Affairs and Trade (DFAT).

Further Information:

For further information, please contact:
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