

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Research Assistant - Surveillance
Classification	RA2-RA4: \$74,173 - \$82,195 per annum + superannuation
Location	85 Commercial Road Melbourne
Effective Date	June 2021

Purpose:

The Research Assistant role is responsible for providing research support to the [ACCESS surveillance project](#), which monitors blood borne viruses and sexually transmissible infections across Australia. This position will support the on-boarding of new study sites; prepare reports and presentations for existing sites; assist with data management and analysis; and with communication with stakeholders on project progress and findings.

Supervision Reporting Relationships:

<u>This positions'</u> supervisor/manager	Jason Asselin, Surveillance & Evaluation Manager
Other positions reporting to <u>this position</u>	nil

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.	<p>Research Support</p> <p>Working to provide administrative and research assistance across a range of research projects. Tasks will include:</p> <ul style="list-style-type: none"> • Support project implementation, recruitment and project tasks: data collection, analysis and interpretation; • Prepare surveillance reports for relevant funders; • Support the maintenance of ethics and governance approvals and relevant reporting requirements; • Prepare abstracts and manuscripts for conferences and publications; • Contribute to the preparation and dissemination of project progress reports and other project documentation; • Ensure maintenance of high scientific and ethical standards across projects
2.	<p>Support project stakeholder engagement and communications</p> <p>Support the implementation of project communication and stakeholder engagement strategy, working with the Surveillance & Evaluation Manager, project executive and Burnet communications staff.</p> <ul style="list-style-type: none"> • Assist with drafting and editing of reports working with relevant activity managers/leaders or team members. • Assist with preparation of presentations and briefs as required.
3.	<p>Support to project data management team</p> <p>Support the broader project data management team, by assistance with data quality checks, data cleaning and analysis requirements.</p>

Key Responsibility Areas		
4.	Occupational Health & Safety	Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of employees.
5.	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 / Experience / Knowledge / Attributes		
1.	Bachelor’s (Honours) or Master’s degree relevant to the field of public health, surveillance and/or epidemiological research	Essential
2.	Previous experience in research administration and project support / coordination	Essential
3.	Excellent working knowledge of Stata, and other database and statistical packages.	Essential
4.	Demonstrated experience with report writing.	Essential
5.	Excellent interpersonal and communication skills including the ability to engage professionally with stakeholders.	Essential
6.	Excellent organisational and time management skills, including attention to detail and being able to manage multiple research-related tasks.	Essential
7.	Capacity to work well under minimal supervision, and willingness to contribute to broader research and administrative tasks	Essential
8.	Experience with conducting health related research	Preferable
9.	Experience with data cleaning, management and analysis.	Preferable
10.	A driver’s license valid in the state of Victoria	Preferable

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	
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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 Jason Asselin (jason.asselin@burnet.edu.au)