

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Research Assistant – Menstrual Health / Global Adolescent Health
Classification	RA4 - RA6: \$84,579 - \$91,281 per annum + superannuation
Location	85 Commercial Road Melbourne
Effective Date	January 2022

#### Purpose:

The Research Assistant will support the Global Adolescent Health Group's menstrual health research. Using their experience in quantitative research methods, the Research Assistant will support the design, implementation, analysis, and dissemination of new research to build the evidence base in this area.

They will establish strong relationships with study collaborators, and support training for data collection along with workshops to translate research findings to practice. The position provides the opportunity to lead the production of research outputs, and to build skills in Global Public Health research. Travel (when safe to do so) in Asia Pacific is a component of this role.

#### Supervision Reporting Relationships:

This positions' supervisor/manager	Dr Julie Hennegan
Other positions reporting to <u>this</u> position	None

### 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. <b>Technical</b>	<ul style="list-style-type: none"> <li>Support development of research protocols and ethics applications.</li> <li>Support the development and provision of training for research collaborators on data collection and management.</li> <li>Develop data management protocols, maintain data dictionary, and manage data sets throughout ongoing research study.</li> <li>Develop data cleaning protocols and undertake analysis of quantitative survey data.</li> <li>Undertake literature review.</li> <li>Support development of peer-review publications and reports, with opportunities to lead publications.</li> <li>Support dissemination of research findings for varied audiences, including through websites, blog posts, and short summaries.</li> </ul>
2. <b>Project management</b>	<ul style="list-style-type: none"> <li>Monitor project timelines and outputs against grant objectives, provide logistical support</li> <li>Support reporting against project deliverables</li> </ul>
3. <b>Relationship management</b>	Establish strong working relationships with study collaborators.

Key Responsibility Areas	
4. <b>Financial Management</b>	Ensure expenditure matches funding support and complies with institute policies and grant requirements and rules, and raise any related issues or concerns.
5. <b>Occupational Health &amp; Safety</b>	Refer to the “Burnet OHS responsibilities and roles” document for full details on specific OHS obligations and responsibilities of Employees.
6. <b>Training</b>	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/ Preferable
Masters degree (e.g., MSc, MPH) in health, social sciences, or international development	Essential

Experience / Knowledge / Attributes		
1.	Knowledge of quantitative research methods – including study design, data collection and analysis	Essential
2.	Experience in the development of research protocols and ethics applications	Essential
3.	Competency using statistical software for data cleaning and analysis (e.g., Stata, SPSS, R)	Essential
4.	Experience in data and/or database management	Essential
5.	Strong written and oral communication skills, for academic and generalist audiences	Essential
6.	Excellent administrative and organizational skills	Essential
7.	Can work independently, happy to support others	Essential
8.	Experience engaging stakeholders - especially in cross cultural settings	Essential
9.	Ability and availability to travel once safe to do so	Essential
10.	Experience in survey data collection in cross-cultural settings	Preferable
11.	Experience in menstrual health or sexual and reproductive health research	Preferable
12.	Experience in adolescent health research	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):

Indirect Contact with Children	Indirect contact is when you are not physically close to a child but may still have an ability to communicate or impact a child or group of children in some way, including via marketing and communications, or access to personal information via research and program activities.
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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 Dr Julie Hennegan [julie.hennegan@burnet.edu.au](mailto:julie.hennegan@burnet.edu.au)