

POSITION DESCRIPTION



Position Description Classification Approved	Date
Human Resources Branch	

POSITION DETAILS	
Position Title:	Research Assistant
Position Number:	NEW
Classification:	HEO2
Faculty/Division:	Faculty of Health and Medical Sciences
School/Branch:	Adelaide Medical School/Paediatrics & Reproductive Health
Reports to (position title):	Senior Research Fellow – Aboriginal Family Health Research Partnership
Delegations:	NA
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability Out of standard hours work may be required
Significant Working Relationships:	<ul style="list-style-type: none"> Academic and Professional Staff within the SAHMRI Healthy Mothers Babies and Children theme

POSITION SUMMARY
<p>This position will support researchers based at the University of Adelaide and the South Australian Health and Medical Research Institute (SAHMRI) involved with the Aboriginal Family Health Research Partnership (AFHRP). The AFHRP is a partnership between SAHMRI, Murdoch Children's Research Institute, The University of Adelaide, Women's and Children's Health Network, SA Health, and Aboriginal Health Council of SA. The AFHRP vision is: To reduce disparities in the health and wellbeing of Aboriginal children, young people and families through a research program, starting early in life. The AFHRP incorporates a number of projects including the Aboriginal Family and Baby Bundles study, funded by the NHMRC.</p> <p>Working under routine supervision, the Research Assistant will assist the Aboriginal Family and Baby Bundles Group with the development and implementation of research projects that aim to improve the health, nutrition and wellbeing of Aboriginal and Torres Strait Islander families expecting a baby and up to 12 months after the birth.</p>

KEY RESPONSIBILITIES	
Research Support	<ul style="list-style-type: none"> Assist with research projects exploring understandings and views about nutrition for mothers and families during pregnancy and for the first 12 months after baby is born in a contemporary Aboriginal and Torres Strait Islander context Assist with retrieving information from various sources, literature searches, preparation of ethics applications, plan study do act cycles, and data collection and management.
Administration Support	<ul style="list-style-type: none"> Answer straightforward enquiries and direct others to the appropriate personnel Provide basic administrative support duties to the research team, including photocopying, filing and preparing presentations and documents Provide basic administrative support to the Aboriginal Family and Baby Bundles team
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES
NA

CAPABILITIES AND BEHAVIOURS

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Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY and SAHMRI EXPECTATIONS

Staff are required to attend staff induction, read, understand and comply with all University of Adelaide and SAHMRI policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University of Adelaide's Code of Conduct

SELECTION CRITERIA

Knowledge and Experience:

1. Good oral and written communication skills
2. Sound computer skills
3. Ability to work as a member of a team and the ability to work in a flexible manner

Qualification/s:

- Completion of Year 12 without work experience; or
- An equivalent combination of experience and training

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