

RESEARCH ASSISTANT



Position Title	Research Assistant
HEW Level	HEW Level 5, Step 1
School/Unit	School of Medicine and Public Health
College/Division	College of Health, Medicine and Wellbeing
Reports to	Dr Courtney Barnes
Direct Reports	Nil
Indirect Reports	Nil
Contract Type	Temporary, full time (12 months)

ROLE DESCRIPTION

Role Objective: To provide project support to the research team in developing, piloting and evaluating a school-based intervention to prevent and address adolescent e-cigarette use in Hunter New England secondary schools.

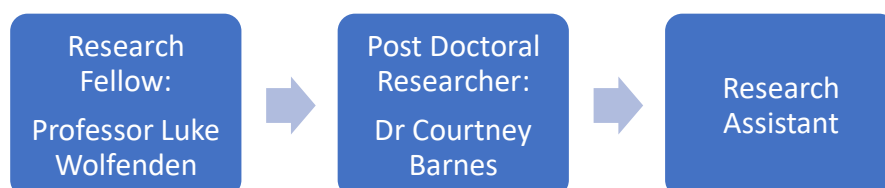
The research assistant will support the day-to-day implementation and evaluation of the trial. In addition to this, the role will involve assisting the program lead, and other research staff with a wide range of research support activities including: literature searches and scoping work, development of a school-based e-cigarette curricula, preparation and submission of ethics/research approvals, conducting formative evaluation of the trial and assisting in the writing of scientific manuscripts, reports and grant applications.

OVERVIEW OF THE UNIVERSITY, COLLEGE/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 and create 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 successful applicant will join an integrated research practice partnership team undertaking a number of translation research trials. The successful applicant will be working with members of the Hunter New England Population Health Research Group (HNEPHRG) as part of the Priority Research Centre for Health Behaviour to develop and evaluate strategies that seek to improve the provision of health promotion services within the Hunter New England Local Health District. This position will be affiliated with the School of Medicine and Public Health, College of Health, Medicine and Wellbeing, University of Newcastle.

ORGANISATION CHART



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ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Areas of accountability are listed in approximate order of importance and time commitment.

Areas of accountability	Core responsibilities and typical activities	Measures of performance
Project Support and Administration	<ul style="list-style-type: none"> Assist in the development of project administration, protocols and research materials Assist in the preparation and submission of research ethics applications Participate in project data collection activities and assist in managing the storage of qualitative and quantitative research data 	<p>Allocated tasks are delivered on time and to a high quality.</p> <p>Satisfactory feedback from the lead investigator.</p> <p>Project KPI's and allocated tasks are completed on schedule and are of high quality.</p>
Communication and engagement	<ul style="list-style-type: none"> Liaising with stakeholders (research team, community organisations and funding bodies) demonstrating a high level of written and verbal communication. Developing high quality written materials such as participant recruitment documents, progress reports and program resources. 	<p>Satisfactory feedback from chief investigators and the research team.</p>
Other	<ul style="list-style-type: none"> Undertake any other duties considered relevant and appropriate. 	

POSITION CHARACTERISTICS

Organisational knowledge	The successful applicant will be working with members of the Hunter New England Population Health Research Group (HNEPHRG), located at Hunter New England Population Health (Wallsend), and be part of the Priority Research Centre for Health Behaviour.
Professional / industry knowledge	Applicants from a variety of backgrounds, including education, psychology, public health, behavioural sciences, health sciences, or related disciplines are encouraged to apply. Applicants should have an interest and/or background in public health/health promotion and translational/implementation research.
Level of supervision / independence	The appointee will work under the supervision of a Postdoctoral Research Associate. Research support and mentoring will be provided for the successful applicant Ability to effectively contribute to collaborative research as well as work independently.
Problem solving and judgement	Demonstrate analytical and problem-solving skills and prioritise tasks and adapt to changing priorities.

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Key relationships (internal and external) and immediate team	Collaboration with research staff, and project officers within the Hunter New England Population Health Research Group, who will be involved with the project. As well as a variety of key stakeholders.
Challenges	Balancing priorities and meeting deadlines.
Special characteristics	No
WWCC required	Yes
Criminal record check required	Yes
Entrusted role check	No
Delegated authority required*	No

EXPECTED BEHAVIOURS

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

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

1. A degree in a relevant health or education-related discipline (Psychology, Allied Health, Public Health/Epidemiology), with subsequent relevant experience; an equivalent combination of relevant experience and/or education/training.

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2. Experience working on research projects in population health as demonstrated through contribution to research ethics applications, research project administration, development of study materials, study recruitment and data collection activities or intervention delivery.
3. Demonstrated ability to prioritise tasks and manage time to deliver a range of tasks and projects to meet deadlines.
4. Effective written and verbal communication skills.
5. Ability to work independently and cooperatively as an effective member of a team.
6. Have a strong commitment to the health of Aboriginal and Torres Strait Islander people.
7. 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.

DESIRABLE CRITERIA

1. Experience working with research and data management software, including REDCap.

FURTHER INFORMATION

For additional information on the position contact Dr Courtney Barnes via email (Courtney.barnes@health.nsw.gov.au)

SUBMITTING YOUR APPLICATION

Please note: your application must include;

- a statement addressing the essential criteria (2 pages max)
- **your CV with contact details for two nominated referees**

Please submit your application to Dr Courtney Barnes by 02/09/2022