

POSITION DESCRIPTION

POSITION TITLE:	Research Assistant - BEFRIENDAS
DIVISION:	Directors Division
CLASSIFICATION:	Research Assistant, Year 1- 4, depending on experience As per proposed NARI Ltd Enterprise Agreement, 2018
REMUNERATION:	\$58,127 - \$64,541 per annum pro rata, depending on experience plus Employer Superannuation Contribution 9.5% plus generous Salary Packaging
EMPLOYMENT TYPE:	Part Time (0.5 EFT), Fixed Term
CONTRACT DURATION:	12 months (6 month probationary period) with the potential for extension
NORMAL HOURS:	8.45 am-5.06 pm with 45 min lunchbreak (or as negotiated)

THE INSTITUTE – PLACE OF WORK

The National Ageing Research Institute (NARI) is an independent, non-profit, research organisation recognised internationally as a centre of excellence in gerontology and geriatrics research. The Institute provides clinical, psycho-social, health services and public health research specifically directed at older people and also has a major focus on translational research. The mission of the Institute is to improve the life and health of older people through research into ageing.

POSITION SUMMARY

The Research Assistant position is based in the Director's Division of the Institute.

The position involves working as a research assistant on the BEFRIENDAS project, a project that aims to explore the impact of befriending with people in residential aged care on depression, anxiety, loneliness and social support. The research assistant will be involved in undertaking assessments of older people living in residential aged care facilities, both before and after the befriending intervention. This involves an assessment of their cognition, depression symptoms, anxiety symptoms, loneliness, social support, and quality of life. The research assistant may also be involved in some qualitative interviews and focus groups exploring the acceptability and feasibility of befriending. The project also includes a health economic evaluation to determine the cost effectiveness of the program including outcomes for the service organisations.

LINE MANAGEMENT

The position has a direct reporting relationship to the BEFRIENDAS Chief Investigator and Project Team Leader who will be responsible for day to day supervision.

KEY DUTIES

- Conduct structured interviews with each participant
- Assist with project documentation and other data collection
- Assist with recruitment and ethical consent of participants and volunteers
- Database management and data entry
- Assist in organising forums, workshops, information sessions
- Assist with report writing
- Administrative support for project including organising Investigator team meetings and preparation and collation of documents
- Conduct literature reviews
- Assist to prepare ethics applications
- Preparing promotional and/or resource materials
- Other duties as directed

QUALIFICATIONS

Essential

- Bachelor degree in a social science, psychological science or health-related field
- Experience working with, or knowledge about, older people and the residential aged care environment

Desirable

- Bachelor degree with Honours or Master's degree

SELECTION CRITERIA

Essential

- Demonstrated experience of working with, or knowledge of, older people and the residential aged care environment
- Excellent verbal and written communication skills: written and spoken English
- Demonstrated capacity to work independently to complete tasks and collaboratively, as part of a team
- Demonstrated capacity to work under pressure and meet strict deadlines
- Relevant qualifications and experience
- Demonstrated competence with a range of software and IT applications including PASW (SPSS), NVivo, literature search engines, word processing, spreadsheets, databases, internet and email
- Demonstrated high level of organisational skills
- Driver's licence required

Desirable

- Demonstrated research skills
- Demonstrated administration and organisational skills
- Experience in a human services or academic organisation
- Previous experience in a project support or administrative position

Approved:
Director's Division Director

Date:

The employee's signature indicates having read, understood and accepted this Position Description.

...../...../2019
Employee Signature

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Employee Name (please print)