

POSITION DESCRIPTION
Research Assistant
Pregnancy & Development Group

Position Title	Research Assistant			
Division	Mothers, Babies and Women's Health Program			
Position Purpose	The Research Assistant is expected to provide high quality research assistance to support the implementation of the Queensland Mater Family Cohort Pilot (QFC). Performing administrative tasks to support the research team as required.			
Occupational Category and Level	MMRI Professional Pay Level 5			
Reporting Relationship	Reports to Group Leader – Pregnancy & Development Group			
Review Date	June 2018			
Next Review Due	June 2019			
Staff Member	TBC	Signature	Date	
Direct Supervisor	Prof Vicki Clifton	Signature	Date	

Head office

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**Mercy
Dignity
Care
Commitment
Quality**

1. OVERVIEW

Mater

For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community. Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. As Mater's capacity to genuinely and sustainably influence health outcomes has increased, our service model has adapted to incorporate and enhance contemporary practice. Today we recognise that achieving and sustaining our goal to help build a healthy community requires a sincere and consistent approach to integration of three key elements. To that end, our corporate strategy is heavily focused on integration, excellence and continuous improvement across three areas of health service delivery, education and research.

Health: Ongoing provision and expansion of our core healthcare services to build closer connections with our community, to promote wellness and healing.

Education: Organisation-wide integration of teaching and learning, with an inter-professional focus and approach to improve health education and clinical outcomes for all.

Research: Conducting research consistent with, and supportive of, our core healthcare services and partnering to share our research outcomes for the benefit of the community.

In the area of research, Mater will:

- Develop and conduct research programs which translate into clinical practice and contribute to delivery of best possible patient care.
- Undertake programs which support the sustainability of clinical services and teaching.
- Provide practical support to our clinical researchers to assist with recruitment and retention of clinical leaders. Drive an organisation-wide, accessible and integrated approach to evidence-based healthcare delivery.

Values: We value care, mercy, dignity, quality and commitment.

Mater Research (MR)

Mater Research (MR) is a world-class institute that is committed to academic medicine and aims to discover, develop, translate, and commercialise medical research that integrates with relevant areas of excellence within clinical practice. MR discovers ways to prevent and treat conditions affecting babies, children, adolescents and adults, helping them to lead healthy lives.

Our teams conduct outstanding research into:

- common diseases affecting children and adults;
- more effective diagnosis and treatment of disease;
- improving health outcomes for mothers and babies; and
- understanding development from babies through to adolescence and adulthood.

Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

2. HOURS

This is a full-time position. Working hours are to be agreed with one's supervisor. As with all scientific institutes, Mater Research acknowledges the need for flexibility in working hours in order to complete individual projects and assigned responsibilities.

3. PURPOSE OF POSITION

The Research Assistant is expected to provide high quality research assistance to support the implementation of the Queensland Mater Family Cohort Pilot (QFC). Performing administrative tasks to support the research team as needed.

This position sits in Pregnancy & Development Group and reports to the Group Leader.

4. POSITION DESCRIPTION

4.1 Research Support

- Provide accurate and complete records by entering patient data into an established database.
- Assist in the organising and organisation of quality assurance activities in regards to collection, integrity and possible recovery of data.
- Utilise appropriate resources and liaise with team members and clinical teams to clarify information as required, including correcting inaccurate or incomplete information.
- Preparation of reports on research activity.
- Special projects as directed.

4.2 Safety in the Workplace

- Observe all occupational health and safety, security and equal employment opportunity initiatives to contribute to a safe, healthy and ethical workplace.
- Report any potential hazards to the reporting officer.
- Ensure compliance with Workplace Health and Safety (WHS) Standards.

4.3 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of Mater Research.
- Promote and demonstrate the philosophy and values of the Sisters of Mercy.
- Demonstrate values based decision-making and leadership.
- Demonstrate a strong commitment to the timely delivery of a high quality service to all employees of Mater Research.

5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Work with relevant Research Coordinator to support the researchers in the appropriate program.

6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of Mater Research during the term of the appointment.

7. SELECTION CRITERIA

Qualifications

Essential

- Bachelor qualification in health science area.

Knowledge and Skills

Essential

- Minimum of 3 years demonstrated administrative experience.
- Demonstrated ability to work effectively in a team, and to independently establish work priorities, to set realistic goals and to meet deadlines.
- Advanced computer skills in particular programs such as Microsoft Excel, Microsoft Word and Microsoft Access.
- Sound knowledge of medical and scientific terminology including anatomy, physiology and disease processes.
- Ability to acquire the knowledge of the required related to the research specialty.
- Excellent organisational and problem solving skills and an ability to consistently meet deadlines and commitments.
- Highly developed interpersonal and communication skills, demonstrated ability to interact effectively with staff across multiple functional areas and establish and maintain productive relationships with internal and external stakeholders.
- A high degree of initiative and decision making abilities.

Desirable

- Knowledge of the policies and procedures related to research.
- Current Good Clinical Practice (GCP) certificate.

Experience

Essential

- Previous experience in a research environment.
- Experience working in a multidisciplinary team

Desirable

- Substantial practical database experience.
- Tertiary qualifications in Health science

Personal Qualities

Essential

- Highly developed organisational and time management skills.
- Ability to work both independently and as a member of a team and to adopt a flexible work approach.
- Demonstrated understanding of and commitment to the promotion of the Mater Philosophy and Mission Statement.
- Personal attributes of integrity, tact, sound judgement and respect for confidentiality.

8. REVIEW

The position will be subject to mutual review annually.