

Position Description – Research Assistant

Position Title:	Research Assistant
Division:	Research and Development
Location:	Sydney Processing Centre – Alexandria, Sydney
Reports to:	Research Program Leader or delegate
Number of Direct Reports:	Not applicable

Position Purpose and Context	
Position Purpose:	The Research Assistant will provide high quality research support to the Research Fellows as directed throughout all stages of the research process from design to implementation of behavioural research projects. Support will be delivered through use of knowledge and specialised expertise and skills in areas including literature searches, data collection and analyses, participant recruitment and interpretation and reporting of results.
Job Family:	Applied Medical and Technical (Grade 3)
Role Context:	
Environmental Context	The Research and Development Division at the Blood Service conduct world class research that will inform the Blood Service's core activities. A strong emphasis is placed on translational research that could ultimately lead to improved operational procedures or changes in clinical practice. The Donor and Community Research Program (DCR) is a targeted research program designed to examine donor retention, recruitment, motivation and community attitudes to blood and plasma donation, with the purpose of providing research outcomes that contribute to marketing campaigns, organisational policies and broader public health issues in relation to blood donation. The RA will use their specialist knowledge to support delivery of high quality behavioural science outcomes through provision of intellectual and technical support and liaison with all divisions of the Blood Service and University Research Partners as required.
Level of Expertise (knowledge and skills)	<ul style="list-style-type: none"> A minimum of an Honours degree or equivalent in a relevant behavioural/social sciences discipline e.g. Psychology, Public Health, Epidemiology, Social Marketing Minimum of 12 months experience in research in relevant behavioural/applied setting Highly developed computer skills - specifically Microsoft Office applications, EndNote and experience with data management and statistical analysis through SPSS or similar and the capacity to learn new IT packages. Excellent attention to detail Excellent verbal and written communication skills, demonstrating an ability to review documentation and prepare reports in a clear and concise manner Highly developed organisational and analytical skills and demonstrated ability to use initiative and to work as part of a team with minimal supervision Ability to work to deadlines whilst maintaining high quality standards Ability to assimilate complex concepts and integrate into practical application Ability to model the Blood Service values A demonstrated commitment to safety and quality Current driver licence
Autonomy in Decision Making	This role will use standard operating procedures, knowledge and experience to guide decision making and will escalate any decisions out of the scope of role to their Manager.

Primary Responsibilities	
	– The Research Assistant will report directly to a Research Fellow and will support the running of major research projects that contribute to the design and dissemination of

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	<p>Behavioural/translational research program through: Desk based research including literature searches/research, analysis and review; Field research work include participant recruitment, data collection, coding and entry, statistical analysis and presentation and reporting to stakeholders.</p> <ul style="list-style-type: none"> – Support R&D team members to inform internal stakeholders' decision making through clear interpretation and reporting of research outcomes through contribution to preparation of reports, peer reviewed research publications and conference presentations – Meeting clearly defined project deadlines – Organisational and administration support as required – Maintains accurate on-going records of project work to support periodic reporting requirements of stakeholders and the R&D Division as required by Program Leader – Any other duties as required consistent with the classification of this position

Our Organisational Values are relevant to all positions :	
Integrity:	<i>We act honestly and ethically at all times.</i>
Safety and Quality:	<i>We make safety and quality part of everything we do.</i>
Service:	<i>We focus on meeting the needs of patients, the community, customers, donors, stakeholders and colleagues</i>
Collaboration:	<i>We work together to achieve our goals</i>
Accountability:	<i>We take ownership of our actions and behaviours to ensure we achieve our goals.</i>
Excellence:	<i>We strive to be the best at what we do.</i>

Behaviours	
Demonstrating the Blood Service values	<i>Being self-aware of and managing own behaviour to ensure the best impact on people, and modelling the Blood Service values</i>
Contributing Expertise	<i>Develops expertise in the current role to contribute more effectively to achievement of the team and organisational objectives by assisting others through the provision of advice and direction</i>
Drives Improvement Initiatives	<i>Seeks opportunities to develop and implement improvements and initiatives to enhance team performance or donor experience</i>
Facilitates Outcomes	<i>Facilitates outcomes by gaining buy-in and commitment to objectives</i>
Information Gathering	<i>Needs to know more combined with the ability to use this knowledge to enhance performance, resolve or understand issues, discrepancies or opportunities</i>
Teamwork	<i>Working cooperatively with others by building and sustaining relationships to achieve a common goal or outcome</i>
Understanding Others	<i>Respects others by seeking to understand and by listening and responding in an appropriate manner</i>
Utilising Blood Service and Sector Knowledge	<i>Uses understanding of the ARCBS and/or health/not for profit sector to influence outcomes</i>