

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



**Why is this Job Description being written?**  New Position  Replacement Position  Position re-designed  Position not previously described

**POSITION DETAILS:** **Position Title:** **RESEARCH ASSISTANT**

<b>RFA:</b>	Aboriginal Health, Early Environment	<b>Research Group:</b>	Ear Health Team, Wesfarmers Centre of Vaccines and Infectious Diseases
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**Position reports to: (role)** Dr Chris Brennan-Jones, NHMRC Early Career Fellow

**Location:** *include all possible locations* Perth Children’s Hospital, Cockburn Integrated Health, Kalgoorlie Health Campus, Bega Garribirringu Health Service

**POSITION PURPOSE:** In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

A number of part-time positions in the Ear Health Team are available in metropolitan Perth (Cockburn and PCH, Nedlands) and in Kalgoorlie. The primary purpose of these roles are to support the work of the Ear Health Team in developing and evaluating the Ear Portal telehealth program to provide ear and hearing assessments for Aboriginal and non-Aboriginal families living in areas of metropolitan Perth and the Goldfields and assist as necessary to facilitate better coordination between service providers.

The successful candidate will assist with the development of forms for data collection, be trained to perform routine ear and hearing health checks, liaise with service providers, stakeholders, Aboriginal communities, clinicians and researchers.

Aboriginal applicants are encouraged to apply.

**KEY RESPONSIBILITY AREAS** *(Please list in order of importance)*

<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured
<b>Research Activities</b>	50%	<ul style="list-style-type: none"> <li>• Conduct ear and hearing health checks for study participants</li> <li>• Document study procedures including eligibility criteria</li> <li>• Collection of study related data according to the study protocol with adherence to GCP guidelines</li> <li>• Ensure study related documentation is accurate and updated regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure best practice audit methodology and process</li> <li>• Adherence to ethics</li> <li>• Ensure that data is accurately collected and entered into the source document and database</li> </ul>	<ul style="list-style-type: none"> <li>• Outcomes- data meets project objectives</li> <li>• Feed outcomes into broader Ear Health Program</li> <li>• Measured by favourable feedback from team members and stakeholders</li> </ul>
<b>Information Technology</b>	25%	<ul style="list-style-type: none"> <li>• Database development to document data</li> <li>• Data management incl. data entry, data cleaning, data extraction and data summary</li> <li>• Word processing</li> <li>• Accessing email and websites</li> <li>• Conduct primary analyses of data</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient skills for compliance with electronic data capture and software programs</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from team members at regular team and project meetings</li> <li>• Measured by favourable feedback from Program Coordinator about quality of data output</li> </ul>

<p><b>Communication</b></p>	<p>20%</p>	<ul style="list-style-type: none"> <li>• Communicate and liaise with line manager and multi-disciplinary team</li> <li>• Disseminate information throughout research group</li> <li>• Communicate and liaise with external stakeholders</li> <li>• Communicate with local ethics committee and other relevant departments</li> <li>• Contribute to the production of annual and other reports</li> <li>• Attend seminars, conferences and workshops as required and present study results</li> <li>• Draft report of study outcomes</li> <li>• Communicate with members of Aboriginal communities as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Effective communication with team members and stakeholders</li> <li>• Regular project updates to assist with the coordination of the broader Ear Health Program</li> <li>• Establish and maintain good rapport with stakeholders</li> <li>• Report on procedures and outcomes as needed</li> <li>• Update on seminars conferences and workshops attended</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from team members at regular team and project meetings</li> <li>• Feedback from stakeholders</li> <li>• Ensure audit doesn't breach ethics</li> </ul>
<p><b>Planning and Development</b></p>	<p>5%</p>	<ul style="list-style-type: none"> <li>• Contribute to future project development</li> <li>• Link and support other projects under Ear Health Program as required</li> <li>• Investigate grant availability</li> <li>• Demonstrate a commitment to continuing professional development and participate in performance review/appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient completion of project</li> <li>• Develop timeline for project activities</li> <li>• Participate in ongoing project development</li> <li>• Maintain interest in professional development as per GPS</li> </ul>	<ul style="list-style-type: none"> <li>• Measured by regular meetings with CI/supervisors</li> <li>• Meet deadlines for project activities as per project timeline</li> <li>• Undertake professional development as approved by Program Coordinator</li> </ul>

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	Degree or Diploma in Health Science, Nursing, Public Health, Audiology or similar
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience in Aboriginal child health</li> <li>• Demonstrated empathy and respect for Aboriginal culture</li> <li>• Involvement in Health Research projects including study design, data collection and data management</li> <li>• Ability to work within a multi-disciplinary team</li> <li>• Experience with Ethics application process</li> <li>• High level of interpersonal, verbal and written communication skills</li> <li>• Basic knowledge and interest in ear health</li> <li>• Self –management and high personal motivation</li> <li>• Computer literacy – familiarity with computer systems including excel and electronic data capture</li> <li>• Willingness to travel within WA</li> <li>• WA driver’s license</li> </ul>

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	Master’s degree in Health Science, Public Health, Audiology or similar
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience working with Aboriginal communities and Aboriginal health workers around WA</li> <li>• Health promotion/education experience</li> <li>• Preparedness to continue training towards increasing competencies</li> <li>• Knowledge of GCP principles and guidelines</li> </ul>

## SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	No	No. of indirect reports	No
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

**CI - Senior Researcher**  
Ear Health Program  
Wesfarmers Centre of Vaccines and Infectious Diseases

Immediate level of supervision

**Project Coordinator**  
Urban Aboriginal Ear Health  
Ear Health Team, Wesfarmers  
Centre of Vaccines and Infectious

Other roles reporting to immediate supervisor

		<b>Research Assistant</b> Ear Health Team, Wesfarmers Centre of Vaccines and Infectious			
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Direct reports (role x no.)

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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

Numerous roles available