

Position description

Position title:	Research Assistant - Projects
Date of last revision:	June 2018

1. Purpose

Reporting to the Director of Research and Evaluations, the Research Assistant will be involved in performance of a range of research and administrative tasks associated with educational/research projects for GP Synergy.

The primary function of this role will be creation and maintenance of project data, as well as coordination of project meetings and maintaining and updating project documentation. The role will involve data management and quality control of project data, including data entry process, checking and cleaning of data and liaison with investigators.

2. Essential duties and responsibilities

Essential duties and responsibilities include the following, other duties may apply:

2.1 Liaison with the relevant research personnel and other GP Synergy staff members

- a) organising project meetings
- b) minuting meetings and distributing meeting documents as appropriate
- c) liaising with appropriate staff when needed
- d) ensuring projects operate to appropriate time-lines

2.2 Create and maintain accurate project records/files

- a) keeping documents including ethics, research material and protocols up-to-date
- b) organising project documentation in appropriate folders.

2.3 Participate in tasks relating to data collection and data cleaning

- a) ensuring printing and collation of documents is up to date
- b) performing data entry and data merging processes as needed
- c) checking data for any aberrations or incorrect data and updating if needed.

2.4 Assisting with data interrogation and report writing

- a) performing literature reviews
- b) keeping literature reviews up to date
- c) assisting with writing draft reports and papers
- d) assisting with data interrogation including preparing datasets

2.5 Other activities as determined by the Research Project Manager.

3. Task specification

Task name	% Total work
Liaison with the relevant research personnel and other GP Synergy staff members	20%
Create and maintain accurate project records/files	20%
Participate in tasks relating to data collection and data cleaning	30%
Assisting with data interrogation and report writing	20%
Other activities as determined by the Research Project Manager	10%
TOTAL	100%

4. Distinguishing factors and competencies

4.1 Skills and other attributes

Area	Description	Competency level required
Skills		
Research skills	Literature searching	High
	Coordination of data collection processes	High
	Interpreting research results	High
Computing	High level office computing skills including MS Office applications:	
	• MS Word	High
	• MS Excel	High
	• MS Outlook	High
	• MS PowerPoint	High
	• Adobe	Medium
	• Database	Medium
Communication	Written and verbal communication skills	High
	Interpersonal skills	High
Coordination	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	Very high
	Demonstrates attention to detail, accuracy and thoroughness in work produced	Very high
	Problem solving skills	High
	Document and electronic filing systems	High
Analytical	Synthesises complex or diverse information	Medium
Attitude and recommended characteristics		
	Strong interest in research	Very high

Attitude and recommended characteristics	Propensity towards being organised	Very high
	Works well in a team environment	Very high
	Maintains confidentiality and complies with privacy requirements	Very high
	Takes pride in presentation, quality and efficiency of work	Very high
	Demonstrates respect for internal and external stakeholders and upholds organisational values	Very high
	Is reliable and dependable	Very high
	Demonstrates sound work ethic	Very high
	Undertakes and participates in self-development activities	High
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
	Keeps focused and organised under 'reasonable' pressure	High
Complexity		
Complexity	Ability to cope with competing priorities and resources	Very high
Supervision		
Supervision	Requires the ability to be self-directed and work in a team setting	Very high
	Has the ability to work unsupervised	Very high
Safety		
Safety and Security	Observes safety and security procedures	Very high
	Observes the requirements under the Information Security Management System Charter and specific responsibilities	High
	Determines appropriate action when responding to safety and security matters	High

4.2 Knowledge

Requires knowledge of, and adherence to the National Ethics Statement and relevant privacy and confidentiality legislative requirements, as well as knowledge of ethics procedures and research grant processes.

A basic understanding of research methodologies is also required

4.3 Working conditions

- performing multidisciplinary job functions in a relatively stable work environment
- occasional disagreeable elements such as managing the co-ordination of competing tasks and priorities
- occasional travel including overnight and interstate travel.

4.4 Physical demands

- Requires medium work demands of an office environment.

4.5 Communicates with

- Research and Evaluation Unit staff
- Medical educators
- GP Synergy staff
- Registrars, supervisors and practice staff
- External research stakeholders
- External and internal clients and suppliers

4.6 Scope of authority

Reports directly to the Director of Research and Evaluations under the matrix reporting structure.

5 Qualifications

5.1 Education

- tertiary qualifications in health or education related field

5.2 Experience

- requires relevant and current experience in a research environment
- requires experience with research methodologies.

5.3 Other qualifications/licences

- unrestricted motor vehicle licence
- own car desirable.

6 Document Information

6.1 Source documents and cross references

GP Synergy Policies, Procedures and Employment Contract

6.2 Revision history

The following table shows the changes that have been made to this document.

Reviewer	Date	Comments
AT and KP	November 2016	Developed
ADMIN	August 2017	Update to Safety and Security
ADMIN	June 2018	Logo and format update