JOB DESCRIPTION
TELETHON KIDS INSTITUTE

POSITION DETAILS:	**Position Title:**	**RESEARCH ASSISTANT CHRONIC DISEASES**	
RFA:	Chronic Diseases of Childhood	**Research Group:**	Children's Diabetes Research and Education Centre
Position reports to: (role)	Clinical Research Coordinator		
Location: *include all possible locations*	100 Roberts Road Subiaco		

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

This position will primarily be responsible for the processing of samples obtained through research studies and management of their work area. They will work in collaboration with the other research assistant responsible for the running of other clinical studies.

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

Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured

Laboratory	60	• Maintain and operate standard laboratory equipment • Processing of clinical trial biological samples • Maintenance of adequate study consumables • Storing samples onsite and sending to external labs for analysis • Attend and assist with clinical studies. Including maintenance and management of analysers, calibration of analysers, and bed-side analysis of study samples	• Processing all study samples according to standard operating procedures • Functional & accurate equipment for studies • Management of resources and consumables • Samples manages and stored according to protocol and sent to the right laboratories in accordance with Air safe guidelines	• Effective management of laboratory and equipment • High quality data generated from studies utilising the YSI and DCA • Adequate resources available for studies, enabling deadlines to be met • Generation of quality data
Research	20	• Liaise with study coordinator, investigators and collaborators • Recruitment of participants • Assist in the preparation of reports. • Contribute to the analysis of study data • Attend and participate in team and study specific meetings	• Completion of study goals • Accurate and efficient data collection and analysis.	• Completion of studies • Positive feedback from team members and collaborators
Administrative duties	20	• Data entry • Prepare ethics submissions, amendments and reports	• Timely entry of data to electronic data base • Timely management of ethics correspondence	• Accuracy of information • Maintenance of ethics documentation

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• A Bachelor of Science degree or equivalent experience as demonstrated by the applicant

Skills, Knowledge & Experience:	• Experience in laboratory environment • Experience in handling human biological specimens • Satisfactory level of interpersonal, verbal and written communication skills • Knowledge and experience in the use of computer software applications, including word processing, spreadsheet management and literature searching and statistical analysis packages (eg SPSS) • The ability to work both independently and as a team member • Organisational skills and an ability to work well under pressure to meet deadlines and, an ability to priortise tasks and assignments

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Postgraduate research qualifications, such as honours degree or equivalent
Skills, Knowledge & Experience:	• Experience in Peripheral blood mononuclear cell (PBMC's) processing • Experience performing data entry into electronic case report files such e.g. Medrio, Inform, etc.

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

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision			Co-Head Diabetes and Obesity Research			
Immediate level of supervision			Clinical Research Coordinator			
Other roles reporting to immediate supervisor		Research Nurses	Research Assistant	Research Assistants		
Direct reports (role x no.)						

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