

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Research Assistant – Outreach Fieldworker (Part Time)
Position Number	
Classification	Research Assistant
Location	85 Commercial Road Melbourne
Effective Date	April 2018

Purpose:

The purpose of this position is to conduct fieldwork involving interviews and blood sample collection from participants in studies of drug use currently being undertaken at the Burnet Institute. Examples of these studies include:

- 'VMAX' – A prospective cohort study of people who use methamphetamine in Melbourne and regional Victoria.
- 'MIX' – a prospective study of people who inject drugs in Melbourne.

The position is funded for a period of 12 months during which time the Research Assistant will: conduct interviews with (and possibly collect blood samples from) study participants; manage data collection; and, participate in the wider activities of the Alcohol and other Drug Research Group (Behaviours and Health Risks Program). Training will be provided in all aspects of the position (including phlebotomy if needed) and work will be undertaken under the supervision of the project investigators and senior members of the fieldwork team.

Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Brendan Quinn
Other positions reporting to <u>this</u> position	None

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	Participant interviews The Research Assistant will be responsible for locating study participants through initial recruitment methods, conducting follow-up using study databases, and interviewing them using computerised data collection forms as per study protocols.
2.	Blood sample collection The Research Assistant may be required to collect blood samples from participants as per study protocols. This includes the provision of appropriate pre- and post-test counselling around blood borne viruses (e.g., hepatitis C).
3.	Data management The Research Assistant will be required to upload data and manage collected samples as per study protocols.
4.	Ethical engagement The Research Assistant will be required to abide by our ethics procedures as outlined in study ethics protocols and the Institute's Standard Operating Procedures.
5.	Other Research These include, but are not restricted to: liaison with external agencies, the provision

Key Responsibility Areas		
	Tasks	of advice to other Institute staff, conference attendance and presentation, assisting or leading research on related projects, attendance at program or group meetings.
6.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
7.	Training	Responsible for completing all required training in line with the position / role.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Bachelor Degree in public health, psychology, social work or related discipline	Preferable
	Advanced degree in public health, epidemiology or related discipline	Preferable

Experience / Knowledge / Attributes		
1.	Excellent interpersonal skills, including the ability to engage professionally with stakeholders and display empathy, maturity and understanding in dealing with marginalised people	Essential
2.	Knowledge of basic computer packages such as the Microsoft Office Suite	Essential
3.	Excellent written and verbal communication skills	Essential
4.	Excellent organisational and time management skills, including being able to manage multiple research-related tasks	Essential
5.	Works well independently but also as a member of a team. Is assertive, proactive and shows initiative.	Essential
6.	Experience in the dissemination of research findings	Preferable
7.	Statistical analysis skills and experience in the use of statistical software such as Stata/SPSS	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Brendan Quinn (brendan.quinn@burnet.edu.au, 03 9282 2259).
