

POSITION DESCRIPTION

- Job Title:** Research Assistant (Brain and Hearing)
- Reports To:** Associate Professor in Brain and Hearing, Curtin University/Head of Brain and Hearing, Ear Science Institute Australia.
- Supervises:** Students and casual employees

Overall Job Purpose:

To perform tasks associated within the Brain and Hearing research program (Ear Science Institute Australia), and the enAble Institute (Curtin University).

Reporting to Head of Brain and Hearing, the Research Assistant will interact with a team of researchers, clinicians and students in the field of translational and clinical hearing research, primarily in the area of cognition and hearing loss. A primary focus of the role will be to coordinate and run a clinical trial of auditory-cognitive training in adults with hearing loss and poorer cognitive function. The role will require participation in research meetings and attendance at conferences.

Essential Criteria

- Degree (BSc Hons or equivalent) in a relevant discipline, Audiology, Psychology or Neuroscience preferred.
- Ability to work with adults, including those with hearing loss and possibly poorer cognitive function
- People skills, ability to exhibit empathy
- Proficiency with Microsoft Word, Powerpoint, Excel and SPSS software packages
- Familiarity with statistical analysis software and the ability carry out basic statistical analysis
- A demonstrated ability to contribute to writing and submission of journal articles.
- Excellent abilities in problem solving, record keeping, data presentation and working in a team environment.
- Ability to assist in supervision of students for undergraduate projects

- Demonstrated ability to meet deadlines and set priorities
- Self-motivated and ability to use initiative
- Ability and commitment to work collaboratively within a team
- Excellent inter-personal skills
- Excellent verbal and written communication skills
- Highly developed ability to prioritise workload and multitask
- Meticulous attention to detail
- Willingness to work flexible hours when required
- Previous experience in clinical research

Desirable Criteria

- Post-graduate degree (e.g. PhD)
- Publications in peer-reviewed journals
- Experience in the preparation of surveys
- Experience in the preparation of human research ethics applications.
- Familiarity with qualitative research methods
- Familiarity with good clinical practice guidelines
- Ability to work autonomously, with limited supervision from senior research staff

Key Result Areas:

Main tasks needed to achieve the overall job purpose:

Research

- Assist in the development, and be responsible for the day-to-day running, of research studies with adult participants, with advice and assistance from senior staff
- Manage appointments for research appointments
- Conduct research assessments, according to specific protocols
- Development and administration of surveys to clinicians and patients
- Assist in the preparation of ethics applications, as required
- Send out research documents (e.g. questionnaires) to research participants and collate and input data, as required

- Maintain records and data analysis
- Perform statistical analysis when required.
- Assist in preparing research protocols, conference presentations and publications
- Contribute knowledge, experience and skills to other Ear Science Institute Australia researchers
- Perform other duties, commensurate with the level of the position, as required

Administrative

- Liaise with collaborators, researchers, students, third parties, and members of the public

General

- Participate in group meetings where required
- Engage in appropriate confidentiality of research activity and procedures
- Comply with relevant University and Hospital Human Research Ethics, Animal Ethics, and other laboratory and safety policies

Most Frequent Contacts

Internal Head of Brain and Hearing, Research Manager; Senior Research Fellow; Senior Research Assistant; other researchers; students.

External Collaborators; enAble Institute staff and staff at other departments at Curtin University

Basic Competencies

Bachelor of Science with experience in clinical research.

Personal Attributes

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- Ability to accurately follow research protocols and directions from senior research and medical staff.
 - Ability to work as part of a team consisting of research staff and students.
 - Well-developed organisational skills and ability to meet deadlines
 - Well organised and punctual
 - Developed interpersonal and communication skills

Hours of Work:

37.5 hours per week; Monday to Friday (9 am to 5 pm with a half hour break)