

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: RESEARCH ASSISTANT		
Division:	Brain and Behaviour	Department:	Mental health	
Position reports to: (role)	Dr Ashleigh Lin			
Location: <i>include all possible locations</i>	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 role is for a research assistant to join our team of researchers and clinicians working on a longitudinal study of gender diverse children and adolescents seen by the Gender Diversity Service at Princess Margaret Hospital for Children.				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
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

<p>Research / Client Contact</p>	<p>30%</p>	<ul style="list-style-type: none"> • Ensure a priority is placed on confidentiality and sensitivity • Successfully maintain engagement of gender diverse children and adolescents, and their families in the study • Building and retaining a professional rapport with participants and their families • Assist with assessments of young people seen at the Gender Diversity Service at PMH 	<ul style="list-style-type: none"> • Program activities are completed in an timely manner • Program activities are of a high quality • Retention of study participants • A high level of professionalism and respect for privacy and sensitive issues 	<ul style="list-style-type: none"> • Feedback from internal stakeholders • Feedback from external stakeholders • Quality of delivery • Timeliness of delivery • 100% compliance of research activities • Feedback from participants and families
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Study and Data management	50%	<ul style="list-style-type: none"> • Successful set up of the study in a manner that is respectful and sensitive to youth and their families • Assist in managing ethical requirements of the study • Accurate and confidential management of participant data • Set up and management of database • Accurate and timely entry of data into database 	<ul style="list-style-type: none"> • Successful initiation of the study • Successful ethics submission and compliance • Correct management of data in line with requirements • Timely entry of data into online database 	<ul style="list-style-type: none"> • Feedback from participants and families • Compliance with ethical requirements • Timeliness of delivery
Coordination	20%	<ul style="list-style-type: none"> • Close communications with the clinical teams to ensure the success of the study • Communicating and coordinating with all stakeholders across the program, including gender diverse youth and their families, the Gender Diversity Service clinical team, study investigators and other stakeholders as required • Initiation of consumer reference groups of gender diverse youth and their families for consultation throughout the study period 	<ul style="list-style-type: none"> • Well written communications • Contributing to a successful study • Organisation of consumer reference groups 	<ul style="list-style-type: none"> • Feedback from stakeholders • Feedback from participants and families • Well communicated and coordinated activities • Feedback from external stakeholders

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Undergraduate degree in a health science

Skills, Knowledge & Experience:

- Experience working with children and adolescents
- Highly developed interpersonal communication skills, including demonstrated ability to work with and connect with young people
- Demonstrated experience in building relationships and working collaboratively with key stakeholders at various levels
- Well-developed computer literacy (MS Office suite)
- Demonstrated ability to set goals, manage multiple priorities and meet deadlines
- Strong attention to detail and written communication skills
- Ability to work independently as well as part of a multi-disciplinary team
- Acceptance of gender diverse people and their choices

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Experience conducting clinical assessments within the context of mental health research
- Personal or professional experience of gender diversity
- Experience working with clinical teams in a clinical or research context

SCOPE:

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

- NA

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

No. of direct reports

1

No. of indirect reports

0

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

Next level of supervision

Head, Autism Research

Immediate level of supervision

Research Fellow

Other roles reporting to immediate supervisor

Research Assistant

Research Assistant

Direct reports (role x no.)

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

We encourage gender diverse individuals to apply for this role. This position is based at the Gender Diversity Service at Princess Margaret Hospital for Children (to be Perth Children's Hospital).

