

A more equitable world through better health.



POSITION DETAILS

TITLE	Research Assistant
CLASSIFICATION	RA2 – RA4: \$87,513 - \$96,978 (pro-rata) + superannuation + salary packaging
TIME FRACTION	0.8 – 1.0 FTE (optional)
CONTRACT TYPE	12 Month Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Senior Research Officer
DIRECT REPORTS	Nil
LAST UPDATED	February 25

POSITION SNAPSHOT

We seek a social science research assistant with a keen interest in qualitative methods to help in the development and implementation of critical public health research on hepatitis C models of care, working within a large interdisciplinary National Health and Medical Research Council (NHMRC) Synergy Grant. The Research Assistant will support projects in the Infectious Disease Implementation Science Working Group and Justice Health Working Group with a specific focus on hepatitis C elimination research and programs. The postholder will have experience in using qualitative methods, ideally in projects related to health, infectious disease, drug use, and/or working with affected communities. An interest in social science theories applied to health is also relevant (for instance, in sociology, anthropology, science and technology studies, cultural studies, geography). The postholder will help shape collaborations with community-led organisations and health service providers and assist in the day-to-day administration of the project including through preparing ethics submissions, project reporting, and data collection and analysis, in partnership with the research team. The position may also be asked to contribute to broader working group activities, including data analysis and report and peer-review manuscript writing.

KEY RESPONSIBILITY AREAS

1. Stakeholder liaison and people management	<ul style="list-style-type: none">Attend meetings associated with the research and working group to which the research or technical support is connected.Liaise with participating institutions, clinicians, researchers and research participants as required.
2. Research development, data collection and management	<ul style="list-style-type: none">Support the preparation of study documents such as study protocols and data collection tools, ethics applications and project reporting.Support and be actively involved in the collection of qualitative data through ethnographic fieldwork and interviews with study participants.Support and undertake data management and analyses of qualitative data.Develop and maintain project and data management plans in consultation with the study principal investigators and project coordinator.Work with increasing degree of autonomy gaining new skills and experience.

3.	Project management support	<ul style="list-style-type: none"> • Provide project and operational support, administrative tasks completion, contribute to project plans, organise and coordinate meetings. • Develop and maintain good relationships with wider Burnet Institute staff and collaborators. • Ensure that the activities performed under their responsibility are carried out in ways that safeguard the OHS of staff or students and consistent with Good Clinical Practice.
4.	Reporting and publications	<ul style="list-style-type: none"> • Support the preparation of conference and seminar papers and publications from research conducted or technical support provided to relevant research projects/programs.
5.	Training and capacity building	<ul style="list-style-type: none"> • Be involved in professional development activities including attendance and presentations at conferences and seminars as appropriate.
6.	Training	<ul style="list-style-type: none"> • Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Bachelor's degree (honours) or equivalent qualification in a related area (e.g., disease elimination, public health, implementation science, social science).	Essential
2.	Experience and/or interest in qualitative methodologies and processes for collecting, managing and analysing data, ideally in the context of health, infectious disease, disease elimination, and/or drug use.	Essential
3.	Interest in social science theories applied to health (for instance, in sociology, anthropology, science and technology studies, cultural studies, geography).	Essential
4.	Previous experience and/or interest in undertaking research among socially disadvantaged populations.	Preferable
5.	Ability to collaborate effectively and work flexibly, and as part of a team.	Essential
6.	Evidence of excellent writing skills and good organisational skills, including effective time management.	Essential
7.	Excellent interpersonal skills, organisational skills, self-motivation and enthusiasm.	Essential
8.	Interest in PhD research.	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

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.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE

Indirect Contact With Children

ENQUIRIES

For enquiries about the application process, please contact careers@burnet.edu.au. For enquiries about the role, please contact sophia.schroeder@burnet.edu.au.