

# A more equitable world through better health.



## POSITION DETAILS

|                       |   |
|-----------------------|---|
| <b>TITLE</b>          | <b>Research Assistant</b>                               |
| <b>CLASSIFICATION</b> | RA4-RA6: \$87,962 - \$94,932 + super + salary packaging |
| <b>LOCATION</b>       | 85 Commercial Road, Melbourne 3004                      |
| <b>REPORTS TO</b>     | Group Heads, Global Women's and Newborn's Health        |
| <b>DIRECT REPORTS</b> | Nil   |
| <b>LAST UPDATED</b>   | May 23  |

## POSITION SNAPSHOT

The Research Assistant will be part of the Global Women's and Newborn's Health team in the International Development discipline at Burnet Institute. They will join a dynamic and experienced group of public health researchers and practitioners, with a particular interest in maternal and newborn health research. The successful candidate will contribute to the team's public health research and knowledge synthesis activities. In particular, this person will support the team across its portfolio of systematic reviews on a range of women's, maternal and newborn health topics.

## KEY RESPONSIBILITY AREAS

|   |   |
|---|---|
| <b>1. RESEARCH PROJECT IMPLEMENTATION &amp; ANALYSIS</b>  | <ul style="list-style-type: none"> <li>Contribute to the development and conduct of systematic reviews on maternal and newborn health topics, including screening, data extraction, quality assessment and meta-analysis</li> <li>Prepare search strategies, conduct literature searches, retrieve journal articles and summarise information</li> <li>Conduct data cleaning and query resolution activities and basic data analysis</li> <li>Support research coordination activities with collaborators, including management of communications (e.g. teleconferences) and meetings as required</li> <li>Contribute to the conduct of final analyses and interpretation of findings, and write-up</li> <li>Contribute to primary research projects on maternal and newborn health topics</li> </ul> |
| <b>2. RESEARCH PROJECT DEVELOPMENT</b>                    | <ul style="list-style-type: none"> <li>Contribute to developing study protocols for knowledge synthesis projects</li> <li>Develop paper or electronic data collection instruments</li> <li>Contribute to the development of plans for statistical analysis</li> <li>Support planning activities with collaborators, including management of communications (e.g. teleconferences) and meetings as required</li> <li>Communicate effectively and respectfully with research team members</li> </ul>  |
| <b>3. RESEARCH PROJECT COMMUNICATION</b>                  | <ul style="list-style-type: none"> <li>Support manuscript submission to journals, including ensuring requirements for journal instructions to authors are met</li> <li>Develop and support submissions to conferences and presentations on research findings</li> </ul>   |
| <b>4. SUPPORT TO PROJECT REPORTING AND COMMUNICATIONS</b> | <ul style="list-style-type: none"> <li>Support media, website, communications and dissemination of working group activities as required, working with the WG heads and Burnet communications staff</li> <li>Assist with drafting and editing of reports working with relevant activity managers/leaders or team members</li> <li>Assist with the preparation of presentations and briefs as required</li> </ul>   |
| <b>5. OTHER RESPONSIBILITIES</b>                          | <ul style="list-style-type: none"> <li>Assist Working Group Heads with team coordination activities, including meeting agenda, meeting minutes and team communications</li> <li>Support activity management and administrative tasks when needed</li> <li>Participate in team meetings and share minute taking as required</li> </ul>   |
| <b>6. TRAINING</b>  | Responsible for completing all required training in line with the position / role.  |

## KEY SELECTION CRITERIA

| QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES |  |           |
|--|--|-----------|
| 1.   | An undergraduate qualification in science, health or other fields relevant to reproductive, sexual, maternal and/or child health     | Essential |
| 2.   | Skills and experience with the conduct of systematic reviews, literature searching and screening, and Endnote and Covidence software | Essential |
| 3.   | Previous experience with conducting health-related research activities   | Essential |
| 4.   | Demonstrated capacity to work independently exercising strong judgement, decision-making and problem-solving skills.                 | Essential |
| 5.   | Project coordination/management skills   | Desirable |
| 6.   | Previous experience in international development, research or not-for-profit organization  | Desirable |
| 7.   | Experience working on databases or health information systems ideally within a health or research program                            | Desirable |
| 8.   | Experience working in a resource-constrained country or setting  | Desirable |
| 9.   | Experience working with statistical analysis software for quantitative analysis of health data (such as STATA, SPSS or similar)      | Desirable |
| 10.  | Peer-review publications in a health field   | Desirable |
| 11.  | Experience with electronic data collection and capture systems (eg: REDCap, Qualtrics or similar)                                    | Desirable |
| 12.  | Knowledge of medicines development, testing, procurement AND/OR implementation   | Desirable |

# 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)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. As part of this exciting collaboration, a newly established state-of-the-art facility will be the new home of Burnet.



## 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

Evidence of full vaccination against Covid-19 will be required. The 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, please contact Sean Perera, Talent Acquisition Lead ([sean.perera@burnet.edu.au](mailto:sean.perera@burnet.edu.au))