

Job Description



Position Title	Research Assistant	Level	A
Reports to (role)	Program Manager	Career Stream	Research
Team	Foundations of Lung Disease		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Research Assistant will support clinical research projects within the Foundations of Lung Disease teams. This includes participant recruitment, respiratory assessments, data and sample collection, database management, and general research administration. The role is primarily clinical and participant facing, with the potential for occasional laboratory related duties in accordance with PC2 requirements.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research Activities	• Work professionally and sensitively with children, young people, and families. • Recruit, screen, consent, and schedule participants for research studies. • Undertake lung function and respiratory testing as required for specific projects. • Collect clinical data using questionnaires, interviews, and other approved tools. • Collect biological samples (e.g., induced sputum) in accordance with study protocols. • Perform preliminary summaries of clinical or physiological results. • Enter clinical and lung function data into study databases in a timely and accurate manner. • Conduct occasional basic laboratory tasks (e.g., processing, storage, disposal) in accordance with PC2 requirements.	• Successful test results in majority of participants. • Positive feedback from study participants. • Timely input of research study data into project databases.
Research Project Support	• Assist with preparation and submission of ethics and governance applications and amendments.	• Ethics submissions completed within required timelines

	• Maintain study documentation in accordance with Good Clinical Practice (GCP). • Assist with database maintenance, data checking, cleaning, and quality control. • Perform basic data manipulation and analysis. • Conduct background research and literature reviews. • Prepare presentations and conference posters. • Contribute to manuscript drafting, editing, and submission. • Support consumer and community involvement activities. • Calibration, maintenance, and quality control of lung function equipment.	• High-quality manuscripts, posters, and presentations. • Clean, reliable datasets and reproducible analyses. • Up-to-date documentation and compliance with GCP. • Positive feedback from team members and collaborators.
Development & Team Membership	• Work cohesively and collaboratively with internal team members, institute staff, clinical partners, and external collaborators. • Participate in team meetings, forums, and regular 1:1 discussions. • Share knowledge and contribute to a positive team culture.	• Positive feedback from team members. • Consistent attendance and engagement in meetings.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought.

ESSENTIAL CRITERIA

Qualifications:	Bachelor of Science or related health/science degree (Honours or Masters desirable).
Essential Skills, Knowledge & Experience:	• Demonstrated ability to work effectively and sensitively with children and families. • Competence in core research skills, including: ○ use of Microsoft Office, EndNote, and relevant research software. ○ academic database searching and conducting literature reviews. • Strong written communication skills, with the ability to summarise and convey technical or clinical concepts clearly. • Excellent organisational skills, attention to detail, and ability to manage competing priorities. • High level of self-management, initiative, and personal motivation.

	• Effective communication skills. • Ability to comply with clinical, laboratory, and CAHS safety requirements.
Desirable Skills, Knowledge & Experience:	• Basic laboratory skills (e.g., aseptic technique, accurate pipetting) and understanding of PC2 regulations. • Experience in respiratory physiology or lung function testing. • Previous experience in a clinical research environment.

DIRECT REPORTS	0
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Approved by:	Program Manager
Date approved:	24.04.26
Reviewed by P&C:	10.09.26