Job Description

Position Title	Research Assistant	**Level**	A
Reports to (role)	Program Manager	**Career Stream**	Research
Team	Diabetes and Obesity Research		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

This role is responsible for working under the direction of the Program Manager within the Children's Diabetes Centre to provide research support to existing and new research projects. The Research Assistant will be required to work independently within the team and to assist with research, collect and manage data and biological specimens, and provide general support to the Project Manager/s and research team.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research Activities	• Assist with ethics and governance applications and reports. • Assist in the day-to-day management of relevant research projects. • Assist in planning research activities within timelines and in conjunction with supervisor. • Contribute to data collection, data entry, the analysis of study data and ensure compliance with data management plan. • Ensure study related documentation is accurate and updated regularly according to study protocol with adherence to GCP guidelines. • Assist in the preparation of reports, writing papers and presentation of seminars. • Process and store biological samples according to study SOPs. • Assist other team members with projects as required.	• Completion of studies within agreed timeline. • Data and analysis are of the highest quality. • Research activities are accurate, of a high quality and communicated in a timely manner. • Feedback from supervisor and other stakeholders. • Ethics and governance processes are maintained to a high standard and in a timely manner.

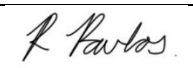
Participant Recruitment	• Assist with participant recruitment. • Confirm participant suitability and eligibility with regard to protocol inclusion and exclusion criteria. • Ensure Informed Consent is obtained according to the Guidelines for Good Clinical Practice (GCP). • Collect study related data according to study protocol with adherence to GCP guidelines. • Schedule visits in consultation with participants and other members of the research team and book rooms.	• Number of participants recruited into the study. • Number of visits completed. • Feedback from participants and supervisor. • Quality and timelines of data collected. • GCP guidelines are adhered to.
Communication	• Maintain a professional and courteous manner with colleagues, participants, parents and families, at all times. • Communicate and liaise with Research Lead, Project Manager, Investigators and multidisciplinary team. • Disseminate information throughout research group Attend Seminars, Conferences and workshops as required and present study results.	• Participant/family favourable feedback. • Measured with regular team staff meetings. • Positive feedback from team members and collaborators.
Development and Team Membership	• Participate in team meetings, providing constructive feedback on research projects, ideas and presentations of other team members. • Work collaboratively to promote and build the reputation of the research group with the wider community, stakeholders and researchers. • Participate and contribute to strategic planning processes. • Undertake professional development training as required for specific projects.	• Positive feedback from team members. • Acknowledged as working collaboratively and effectively.
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, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	A Bachelor of Science or Biomedical Science degree.

Essential Skills, Knowledge & Experience:	• Knowledge and experience in the use of computer software applications, including Microsoft Office suite. • The ability to work independently. • Experience in data analysis and database management. • Strong attention to detail and accurate data entry skills. • Laboratory experience in handling of biological samples. • Excellent written and verbal communication skills and the ability to interact effectively with people both internally and externally.
Desirable Skills, Knowledge & Experience:	• Experience with clinical research studies.

DIRECT REPORTS	0

Approved by:	
Date approved:	*15 Sept 2026*
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