# Job Description

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| **Position Title** | Research Assistant | **Level** | A |
| **Reports to (role)** | Head, Child Disability | **Career Stream** | Research |
| **Team** | Child Disability | | |
| **Location** | The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands | | |

## PURPOSE OF POSITION

This position will be part of the Child Disability team who is a consortium member of the national Centre of Excellence in Intellectual Disability Health (the Centre), which aims to ensure that best practice and timely healthcare are available for people with an intellectual disability. The Research Assistant will support The Kids' contribution to the Centre with a focus on models of healthcare and ensuring paediatric perspectives are included in all work. Areas of focus include literature review and data extraction, providing support for research and evaluation activities, supporting the dissemination of research outcomes and stakeholder engagement.

## KEY RESPONSIBILITIES

| Key Responsibilities | Tasks required to achieve Key Responsibilities | Measures |
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| **Research and Evaluation Activities** | • Undertake literature and policy reviews aimed at evaluating models of healthcare and their delivery and evaluation.<br>• Support ethics applications as required.<br>• Assist with the development of reports.<br>• Assist with the creation and piloting of surveys and evaluations.<br>• Support data collection processes.<br>• Support the development of resources for clinicians and community members.<br>• Assist with recruitment of community members and stakeholders for consultations.<br>• Support the involvement of people with intellectual disability and their caregivers in co-designing and running the research activities.<br>• Provide general support for other Centre of Excellence activities as needed. | • Research and evaluation activities are communicated in a timely manner.<br>• Research and evaluation activities are of a high quality.<br>• Feedback from Supervisor. |

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| **Research Dissemination and Knowledge Translation** | • Contribute to the development of research papers, reports, webinar and conference presentations as required.<br>• Contribute to the development and implementation of dissemination and knowledge translation plans.<br>• Support translation activities of research findings into practice and policy. | • Well written communication.<br>• Feedback from supervisor and other stakeholders. |
| **Project Support** | • Maintain standard operating procedures.<br>• Develop and curate relevant databases.<br>• Communicate and coordinate with stakeholders, participants and personnel nationally, as required.<br>• Organise meetings, as required.<br>• Complete other administrative activities as required.<br>• Ensure The Kids contributions are compliant with ethical and good clinical practice standards. | • Well communicated and coordinated activities.<br>• Feedback from team and stakeholders.<br>• Accuracy in records and documents. |
| **Stakeholder Engagement and Collaboration** | • Communicate with local and national CoE team members.<br>• Communicate and coordinate with broader stakeholders and personnel, as required. | • Effective communication of research outcomes.<br>• Feedback from stakeholders. |
| **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.<br>• Identify and assess workplace hazards and apply hazard controls.<br>• Report every workplace injury, illness or near miss, no matter how insignificant they seem.<br>• Abide by Institute policies and procedures. | • Responsibilities are embedded in work practices.<br>• Hazards are effectively managed or reported.<br>• Accidents and incidents are reported in a timely manner.<br>• All applicable safety policies and procedures are sought, understood and implemented. |

## ESSENTIAL CRITERIA

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| **Qualifications:** | Relevant tertiary qualification in a social science or health related field and experience in the health, disability, or community sector, or other relevant work experience. |
| **Essential Skills, Knowledge & Experience:** | • Knowledge and understanding of child disability including intellectual disability.<br>• Experience with writing documents and reports.<br>• Highly developed interpersonal communication skills, including demonstrated ability to work within a team environment.<br>• Awareness of principles of co-design in research and evaluation.<br>• Commitment to inclusion of people with intellectual disability and their caregivers in the research projects.<br>• Strong attention to detail and accuracy when managing data. |

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| | • Ability to work independently as well as part of a multi-disciplinary team.<br>• Good time management skills.<br>• Knowledge of Microsoft Office (especially NVivo, Outlook, Word, Excel, and PowerPoint). |

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| **DIRECT REPORTS** | 0 |

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| **Approved by:** | Head, Child Disability |
| **Date approved:** | *13 November 2026* |
| **Reviewed by P&C:** | *19 November 2026* |