

Job Description



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

PURPOSE OF POSITION

The Research Assistant will support the Child Disability program of research. Areas of focus will include providing research support to the team lead in reviewing literature, supporting ethics and governance applications, developing surveys on REDCap, and contributing to relevant community engagement and stakeholder management activities.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Research and Evaluation Activities	<ul style="list-style-type: none"> • Undertake literature and policy reviews as required. • Develop ethics and governance applications as required. • Assist with the development of research proposals, translation and evaluation plans. • Assist with the creation and piloting of surveys, interviews and evaluations. • Support the development of data management systems and data collection processes. • Assist with the development of resources for clinicians and community members. • Support the involvement of people with intellectual disability and their caregivers in co-designing research activities. • Provide general support for other Child Disability team activities as needed. 	<ul style="list-style-type: none"> • Research and evaluation activities are communicated in a timely manner. • Research and evaluation activities are of a high quality. • Feedback from Supervisor.
Research Dissemination and Knowledge Translation	<ul style="list-style-type: none"> • Contribute to the development of research papers, reports, webinar and conference presentations as required that support 	<ul style="list-style-type: none"> • Well written communications.

	<p>engagement with different stakeholder groups.</p> <ul style="list-style-type: none"> • Support translation activities of research findings into practice and policy. • Provide input into design and implementation of knowledge translation activities, ensuring content is accessible for the community and that content is effectively communicated and understood. 	<ul style="list-style-type: none"> • Feedback from supervisor and other stakeholders.
Project Support	<ul style="list-style-type: none"> • Maintain standard operating procedures. • Develop and curate relevant databases. • Communicate and coordinate with stakeholders, participants and personnel nationally, as required. • Organise meetings and complete other administrative activities, as required. • Ensure The Kids contributions are compliant with ethical and good clinical practice standards. 	<ul style="list-style-type: none"> • Well communicated and coordinated activities. • Feedback from team and stakeholders. • Accuracy in records and documents.
Stakeholder Engagement and Collaboration	<ul style="list-style-type: none"> • Develop and maintain strong working relationships with participating community members, colleagues, collaborators and other project participants. • Contribute to effective communications with Child Disability team members and other collaborating teams at The Kids Research Institute Australia. 	<ul style="list-style-type: none"> • Establishment and maintenance of relationships with local services. • Effective engagement with collaborators, communities and other project partners • Positive feedback from team members. • Acknowledged as working collaboratively and effectively.
Workplace Safety	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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:	Relevant tertiary qualification in a health-related field and experience in the health, disability, or community sector, or other relevant work experience.
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Knowledge and understanding of child disability including intellectual disability. • Experience with writing documents and reports. • Highly developed interpersonal communication skills, including demonstrated ability to work within a team environment.

	<ul style="list-style-type: none"> • Commitment to inclusion of people with intellectual disability and their caregivers in research projects. • Strong attention to detail and accuracy when managing data. • Ability to work independently as well as part of a multi-disciplinary team. • Good time management skills. Knowledge of Microsoft Office (especially NVivo, Outlook, Word, Excel, Endnote, and PowerPoint).
Desirable Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Experience with research processes, including: <ul style="list-style-type: none"> ○ Literature review ○ Protocol development ○ Qualitative and quantitative data management and analysis ○ Evaluation • Ability to generate appealing materials to promote research, e.g., participant flyers. • Awareness of principles of co-design in research and evaluation.

DIRECT REPORTS	0
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Approved by:	<i>Head, Child Disability</i>
Date approved:	15.08.2025
Reviewed by P&C:	15.08.2025