

POSITION VACANT – Research Assistant

Position Details	The Royal Flying Doctor Service (RFDS) provides comprehensive health care and aeromedical retrieval services to regional, rural and remote communities across Australia. The RFDS Federation Office is seeking a motivated Research Assistant to fill a newly created role based in Canberra. Working as part of a small office team and as a member of the Research & Policy Unit, you will contribute to the program of research being conducted by the RFDS, particularly the emerging clinical research agenda by supporting the newly established RFDS Clinical Research Committee. Drawing on previous experience providing support to clinical and/or health service research activities, you will assist the Committee to identify, seek funding for, and coordinate support for clinical research that contributes to improved aeromedical and primary health outcomes. In this role you will be responsible for writing grant applications and assisting with the management of research projects, along with general Committee support activities. You will also regularly contribute to the public policy research activities being undertaken by the Research and Policy Unit. Core to this role are the following responsibilities: • In supporting the Clinical Research Committee, identify appropriate clinical research projects for the RFDS to undertake and develop grant applications; • Ensure all research complies with relevant ethics standards and prepare ethics applications; • Liaise with internal and external stakeholders around research projects; • Conduct library/online searches; • Evaluate the quality and usefulness of research papers and data sources; • Extract key information from research papers, data sources and articles to inform RFDS research projects, and using appropriate referencing processes; • Undertake simple analyses, clean and code data using relevant software (e.g. Excel, SPSS); • Contribute to the development of conference papers and peer-reviewed publications • Perform other administrative and research related tasks as needed, including assisting with secretariat support for the Clinical Research Committee.
Essential Criteria	• An undergraduate degree in a relevant field. • Good knowledge of the <i>National Statement on Ethical Conduct in Human Research</i>, and the ability to apply these principles to research conducted by the RFDS. • Knowledge of and demonstrated ability using relevant software (Excel, SPSS) for data analyses • Ability to conduct literature searches in a systematic manner
Desirable Criteria	• An honours degree in a health-related discipline. • Relevant qualifications and an understanding of the importance of research methods, epidemiology and public health
Remuneration	A remuneration package, including salary-packaging options commensurate with skills and experience will be offered.
Applications	Applications should seek to address the role requirements and criteria outlined above and submitted to enquiries@rfd.org.au For further information please contact Ms Lauren Gale, (02) 6269 5500 or lauren.gale@rfd.org.au Applications for this role will close on Friday 22 July, 2016