

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 new role based in Canberra. Working in 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. This will include: supporting the research agenda of the newly established Clinical and Health Services Research Committee 'the Committee'; assisting in reviewing the literature for, and the writing of, research reports; and contributing to the broader research agenda of the Research & Policy unit. Drawing on previous experience providing support to clinical and/or health service research activities, you will assist the Committee to seek funding for, and coordinate support for, clinical and health services research that contributes to improved aeromedical and primary health outcomes. You will also support the research manager in the preparation and writing of research reports. In this role, you will be responsible for assisting with 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 & Policy Unit. Core to this role are the following responsibilities: • Assist in the preparation of grant applications (e.g. NHMRC and ARC grants); • Ensure all research complies with relevant ethics standards and prepare ethics applications; • Liaise with internal and external stakeholders around research projects; • Conduct literature searches, evaluating 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; • Contribute to the development of conference papers and peer-reviewed publications; and • Perform other administrative and research related tasks as needed, including assisting with secretariat support for the Committee.
Essential Criteria	• An undergraduate degree in a relevant field. • Demonstrated experience applying for grants, including through NHRMC or ARC, and good knowledge of grant application processes. • Good knowledge of the National Statement on Ethical Conduct in Human Research, the ability to apply these principles to research conducted by the RFDS and experience in preparing ethics applications. • Demonstrated ability to conduct literature searches in a systematic manner and prepare literature summaries. • Knowledge of, or ability to rapidly acquire skills in the use of, referencing software (e.g. EndNote). • Well-developed written communication skills, including the ability to write evidence-based research reports.
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	This is a fixed-term position for 12 months, with the possibility of permanency. Salary range \$68K–\$75K (total remuneration), depending on skills and experience. Salary sacrifice options are available. Although this is a full-time role, applicants wishing to work part-time will be considered.
Applications	Applications should address the selection criteria outlined above and be submitted to enquiries@rfd.org.au. For further information please contact Dr Lara Bishop, (02) 6269 5500 or lara.bishop@rfd.org.au. Applications for this role will close at 5pm on Friday 24 March, 2017.