

Position Title	Research Assistant
Group/Portfolio	Arts, Education and Law / Griffith Criminology Institute
Classification	Research Assistant, Grade 2 (RA2)
Position Number	00063411
Reports To	Director, TCTL
Employment Type	Fixed term

1.0 Position Purpose

The Research Assistant position provides major assistance in field based and desktop research as directed by the Director and senior Staff members of the Transforming Corrections to Transform Lives (TCTL) Centre within the Griffith Criminology Institute.

The position provides support to the research group activities within the TCTL Centre. The position also provides some administrative assistance to the Director and senior staff members of the TCTL Centre.

The aims of the TCTL Centre are to:

1. Co-create change to better support incarcerated mothers and their children to:
 - Break cycles of disadvantage and offending
 - Live in safety with dignity and fulfillment
2. Empower the sector, through collaboration, to engage in integrated service delivery.
3. Co-create an evidence-base for sustainable system change and program effectiveness to drive long-term government adoption of the TCTL model.

2.0 Eligibility Requirements

- The occupant of this position will hold a Bachelors Degree with Honours or an equivalent combination of qualifications and/or experience in a relevant field (e.g., criminology, policy and government systems, psychology, social work, etc).

3.0 Key Responsibilities

- Conduct field work and research that contributes to the objectives of the Transforming Corrections to Transform Lives Centre.
- Assist with research duties such as data collection, storage and preliminary analysis of data, drafting reports and scholarly articles in accordance with research protocols.
- Undertake literature searches, conduct simple interviews and routine scientific testing. May also assist in designing the data collection, scientific tests or interview regimes.
- Coordinate meetings between researchers and participating external participants as required.
- Attend and document research meetings as required.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support compliance with relevant legislation and University policies and procedures, including research ethics, equity and health & safety, laboratory standards and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).