

POSITION DESCRIPTION

Research Assistant



WESTERN SYDNEY
UNIVERSITY



POSITION DETAILS

Position Title	Research Assistant
Classification	HEW Level 5
Position Number	NEW
School/Office	School of Medicine
Division	Provost

POSITION PURPOSE

The Research Assistant contributes to the ethical, accurate and timely delivery of BP-CONNECT, a co-designed and culturally tailored hypertension self-management program for Hindi, Nepali, Bengali and Urdu-speaking communities in Western Sydney. Working under the supervision of the Chief Investigator and senior researchers, the position coordinates community consultation activities, supports culturally responsive stakeholder engagement, and delivers research data, records and project administration across the co-design and implementation phases.

KEY ACCOUNTABILITIES

1. Coordinate schedules, venues, catering, materials and participant communications for community consultation, co-design workshops and bilingual educator training, supporting timely delivery of project activities.
2. Engage with community partners, bilingual community educators, consumer representatives and prospective participants to support recruitment and sustain respectful, culturally responsive relationships.
3. Contribute to the translation and cultural adaptation of BP Toolkit resources for Hindi, Nepali, Bengali and Urdu-speaking communities, under the direction of the research team.
4. Conduct approved data-collection activities and maintain accurate workshop notes, surveys, interview transcripts and project datasets in accordance with ethics approval, research protocols and data-governance requirements.
5. Compile and organise qualitative and quantitative data for analysis, including preliminary thematic coding support and maintenance of approved spreadsheets and project data systems.
6. Maintain complete and compliant project records, including participant honoraria and payment documentation, to support confidentiality, audit and reporting requirements.

7. Prepare draft project reports, policy briefs and dissemination materials for review by the Chief Investigator and research team.
8. Deliver general research and project administration, escalating protocol departures, data issues and non-routine participant matters to the Chief Investigator.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

1. A relevant tertiary qualification in public health, health sciences, epidemiology, social sciences or a related discipline, or an equivalent combination of relevant experience and education or training.
2. Demonstrated experience supporting research activities, including participant or stakeholder engagement, data collection, data entry and the maintenance of accurate research records.
3. Strong organisational skills, with the ability to coordinate multiple activities, maintain attention to detail and meet project deadlines.
4. Strong written and verbal communication skills, including the ability to engage respectfully and sensitively with culturally and linguistically diverse community members and stakeholders.
5. Working knowledge of ethical research conduct, privacy, confidentiality and secure data handling, or the capacity to acquire this knowledge promptly.
6. Proficiency in Microsoft 365 applications, particularly Word and Excel, and the capacity to learn project-specific data systems.

Desirable

1. Proficiency in English and one or more of Hindi, Nepali, Bengali or Urdu.
2. Experience in community-based health research or engagement with culturally and linguistically diverse populations.
3. Experience with qualitative or quantitative research tools such as NVivo, REDCap or SPSS.

KEY RELATIONSHIPS

- **This position reports to:** Senior Research Fellow
- **This position supervises:** Nil
- **Key internal relationships:**
 - Chief Investigator;
 - BP-CONNECT research team;
 - School of Medicine academic and professional staff;
 - relevant research ethics and research support contacts
- **Key external relationships:**
 - Community partners;
 - bilingual community educators;
 - consumer representatives;
 - research participants;
 - South Western Sydney Local Health District staff and sites;
 - approved service providers

CHALLENGES

- Coordinating community-based activities across multiple sites, languages and stakeholder schedules while meeting project milestones.
- Building effective relationships within a short project timeframe while maintaining culturally responsive and respectful communication.

- Maintaining accurate research data and audit-ready records while complying with approved ethics, confidentiality and data-governance requirements.
- Recognising matters that fall outside approved protocols or the position's scope and escalating them promptly to the Chief Investigator.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: