

## Position Description

<b>Position Title:</b> Research Assistant	<b>Classification:</b> Bond Level 3
<b>Faculty/School/Office:</b> Faculty of Health Sciences and Medicine Institute for Evidence-Based Healthcare	<b>Date Position Classified/Updated:</b> April 2026

### Purpose of the Position:

The Research Assistant will provide high-level research support to the project lead and to the broader IEBH research team under general supervision and direction. Responsibilities include working collaboratively with senior researchers, undertaking independent tasks, and applying research skills across a diverse range of IEBH projects.

In this position, the Research Assistant will support the day-to-day operations of the research projects. This will include, but is not limited to, the following duties:

- Schedule and coordinate meetings for the research team and stakeholders, including preparation of agendas and materials.
- Take minutes during meetings and disseminate them to team members.
- Support the research team in the day-to-day management of the clinical trial and/or research projects, including participant recruitment, scheduling, and data collection.
- Assist in preparing study protocols, informed consent documents, and other essential trial/study documentation.
- Perform research administrative tasks and assist in preparing reports for internal and external stakeholders.
- Maintain accurate and organised records of participant information, trial progress, and data collection.
- Assist in organising informational sessions or materials for potential participants.

### Reporting Relationship:

This position reports to the project lead of the associated research project(s) at the Institute for Evidence-Based Healthcare.

### Selection Criteria:

- Appropriate health degree (such as life sciences, health, nursing, or related field) and relevant demonstrated experience and/or training in research management
- Excellent organisation skills and ability to work effectively under pressure to meet deadlines, and an ability to prioritise tasks and assignments
- Proven track record of effectively collecting, collating, and analysing information in accordance with defined protocols and standards.
- Demonstrated ability to work independently with minimal supervision as well as part of a team
- Proficient computer skills demonstrated by competent use of Microsoft Office Suite.
- Excellent verbal communication skills.

- Capability in the preparation of technical and academic reports
- Excellent editorial capability and general written communication skills

**Desirable Criteria:**

- Research project design, management and monitoring
- Understanding of research integrity, quality assurance and continuous improvement

<b>Competency</b>	<b>Responsibility</b>
<b>Clinical Research Knowledge</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate a basic understanding of clinical trial study designs, protocols, and regulatory requirements.</li> </ul>
<b>Medical Knowledge</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate a basic understanding of medical terminology and clinical practices relevant to the trial.</li> <li>• Staff are expected to effectively apply this medical knowledge in their communication and documentation.</li> </ul>
<b>Project and Data Management</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate the ability to manage timelines and resources and ensure the accuracy and completeness of collected data.</li> </ul>
<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Staff should exhibit excellent organisational skills, including time management and attention to detail.</li> <li>• Staff are expected to manage multiple tasks and priorities efficiently while maintaining thorough documentation.</li> </ul>
<b>Interpersonal and Communication Skills</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate effective written and verbal communication skills for interacting with team members, participants, and stakeholders.</li> </ul>
<b>Technical Proficiency</b>	<ul style="list-style-type: none"> <li>• Staff are expected to utilize Microsoft Office Suite and other relevant software effectively in their work.</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty. It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.