

POSITION DESCRIPTION

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| POSITION TITLE | Research Assistant |
| CLASSIFICATION | RES 3.2 - 3.5 (\$78,950 - \$83,770) |
| ROLE | Full time (36.25 hours per week) |
| LOCATION | St Vincent's Hospital, Fitzroy |

ABOUT THE ROLE

We are looking for a Research Assistant to join the Cognitive Therapeutics Research Program, led by Professor Kate Hoy. The Cognitive Therapeutics Research Program conducts clinical trials of brain stimulation treatments in cognitive disorders, including Alzheimer's disease. The research assistant will work on clinical trials, primarily involving the use of novel brain stimulation techniques in the treatment of Alzheimer's disease. The primary role will be coordination and collection of data for a clinical research trial.

Key responsibilities

- Assist in the successful completion of essential research trial activities:
 - Trial coordination, including recruitment, screening, assessment, and monitoring of study participants.
 - Accurate collection, entry, and maintenance of participant data
 - Coordination of trial visits, appointments, assessments, and treatments with research participants and/or their carers as required.
 - Contacting participants and arranging follow-up appointments in the event that they withdraw or suffer any adverse event(s).
 - Providing research participants and their carers with accurate study related knowledge at appropriate intervals, responding to queries in a timely and professional manner.
 - Referral of clinical trial participants to clinical team members and/or appropriate services according to trial SOPs if required.
 - Assist in conducting research according to study protocols and relevant legal and regulatory bodies including International Conference of Harmonisation (ICH) and ISO14155 Good Clinical Practice (GCP) guidelines.
 - Adhere to research specific instructions, policies, standard operating procedures, guidelines and reporting requirements.
 - Assist in organisational and ethics committee reporting.
 - Protect confidential information from unauthorised disclosure.
- Professionally engage key internal and external stakeholders
 - Maintain appropriate and effective communication with key internal and external parties, including investigators, Bionics Institute team members, external service providers, research participants, and their carers and clinicians where required.

- Successful team integration and support
 - Work with understanding and cooperation within a multidisciplinary team of researchers, including clinicians, engineers, and data scientists.
 - Actively be engaged and involved in team meetings.
 - Provide support for other colleagues and studies within Bionics Institute as requested.

- Meet all governance standards and benchmarks required for clinical research
 - Knowledge and implementation of Ethics and Governance requirements, and ICH-GCP guidelines.
 - Assist in the accurate and timely preparation of Human Research Ethics Committee (HREC) and/sponsor documentation for study submission and amendments, progress, safety, and final reports.
 - Assist in the accurate and timely preparation of safety and Adverse Event reporting to investigators, HRECs and study sponsors where required.

- Participates in all professional and personal development requirements.
 - Undertake and maintain all required training including Good Clinical Practice training or refreshers, study specific training, mandatory training and all internal training as required.

- Other duties as directed

Core Competencies for the Role

Task complexity - (Routine)

Work generally follows a standard and consistent method or format, but the details of each task may vary slightly. The position holder can easily resolve difficulties by applying knowledge of established principles, practices, or procedures.

Knowledge required - (General)

Knowledge of materials, equipment, processes, and procedures applicable to the work area. Some awareness of theoretical or policy context. Sound knowledge of work area processes and understanding of how these interact with other workgroups or areas within the organisation.

Judgement and problem solving - (Derivative)

Solves relatively simple problems with reference to established techniques and practices. Performs routine tasks where there is some ability to make judgements on work sequences and priorities. Can refer more complex problems to a higher level for decision.

Level of supervision and independence - (Routine)

Position holder is provided broad instruction in tasks to complete, generally how to do them and when to have them completed. The position holder can determine the steps or priorities to ensure tasks are completed on time. There is some scope to rearrange work routines as long as work is performed using established procedures. Supervision occurs every few days, with the quantity and quality of work output routinely monitored.

Organisational relationships and impact - (Established)

Position holder is expected to be able to relay information to others regarding procedures, requirements, and tasks within own work area. At this level, there should be an awareness of the impact of own work area on others.

ABOUT YOU

With an undergraduate degree with honours in a relevant area and experience in clinical research, your strength lies in your interpersonal skills, with the ability to effectively communicate and engage with individuals from diverse backgrounds, in both written and verbal form. You will have high-level organisational skills, including the ability to set priorities, multi-task, manage time, plan work to meet deadlines and work effectively under pressure, with a proven ability to work independently in and as part of a busy team. You will additionally have a demonstrated understanding of confidentiality, privacy and information handling principles and an awareness of research guidelines and protocols.

SELECTION CRITERIA

Essential

- An Honours degree in Psychology or a related field from a recognised university (or equivalent experience).
- Experience in clinical research, including familiarity with institutional ethics committee guidelines and Good Clinical Practice (GCP) (or equivalent experience).
- Experience working with human participants in a clinical research setting, gained through study or employment.

Desired

- Experience working or volunteering with individuals experiencing Alzheimer's disease, dementia and/or mental health conditions.
- Experience with brain stimulation techniques and/or electroencephalography (EEG) and/or functional Magnetic Resonance, and/or functional Near Infrared Spectroscopy (fNIRS).
- Experience in clinical research and with institutional ethics committee guidelines and Good Clinical research Practice.
- Experience managing/coordinating a project.

Additional Requirements: Prior to any offer being made, all preferred candidates will be required to provide:

- A national police check via Fit2Work.
- Evidence of holding the legal right to work in Australia with no restrictions.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger, and we hire qualified people from all different backgrounds and experience levels.

We encourage employees to speak with your manager or a member of our HR team about the type of working arrangements that would help you thrive in your role at the Bionics Institute

ABOUT US

The Bionics Institute is an internationally recognised, independent medical research institute that solves medical challenges with technology. We lead the world in the research and development of innovative medical devices and therapies to improve human health. Our multidisciplinary team comprises world-class scientists, engineers and researchers, and our laboratories are located in St Vincent's Hospital Melbourne, close to our clinical collaborators.

Together we transform the lives of people with a range of conditions, including Alzheimer's disease, hearing impairment, Crohn's disease, Parkinson's disease, stroke and arthritis.

BENEFITS OF WORKING WITH US

- Competitive remuneration and Salary packaging.
- Flexible working arrangements.
- Discretionary Staff Incentive Scheme of up to 10% of salary as an annual bonus.
- Professional development opportunities and mentorship to ensure career progression.
- A collaborative, inclusive workplace that values diversity.

JOIN US!

If you believe you have the attributes to be an integral part of the team, please submit your application by clicking 'Quick Apply' link on SEEK that takes you to a login page and include a CV and a brief cover letter (max 2 pages) that addresses the selection criteria.

POSITION DESCRIPTION

A full position description is available on the Bionics Institute's website: [Work with Us](#). If you have further questions about this opportunity, please contact a member of our HR Team on HR@bionicsinstitute.org.

Applications Close 8 March 2026 at 11.59 pm. However, applications will be considered as received, and the position may be filled ahead of the closing date. *Applications that do not include a cover letter addressing the criteria will not be considered.*