

POSITION DESCRIPTION

POSITION TITLE	Senior Research Assistant
CLASSIFICATION	RES 4.2 – 4.4 (currently \$95,265 - \$99,113 based per annum) depending on skills and experience
ROLE	Full time (36.25 hours per week) – Maximum Term (18 months)
LOCATION	St Vincent's Hospital campus, Fitzroy with flexibility to work from home accordance with company guidelines.

ABOUT THE ROLE

The Cognitive Therapeutics Research Program conducts clinical trials of brain stimulation treatments in cognitive disorders, including Alzheimer's disease. Reporting to the Head of Cognitive Therapeutics, the Senior 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 focus of the role will be the coordination of trial treatments, including liaising with clinical service partners, and collection of neuroimaging data for a clinical research trial.

Key responsibilities

- Assist in the successful completion of essential research trial activities:
 - Recruitment, screening, assessment, and monitoring of study participants.
 - Coordination of study staff to allocate and monitor related tasks and training in screening, imaging assessment, data entry and data verification.
 - 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.
 - Processing of EEG and fMRI data for personalisation of TMS treatments for participants.
 - Contribution to the creation and maintenance of documentation relating to study processes and data collection procedures.
 - Liaise with clinical service partners providing TMS treatments, ensuring all treating staff are trained in the research protocol and co-ordinating treatment schedules/bookings as needed.
 - 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 (Some complexity)

Work involves a number of variables which complicate the work tasks, but the position holder can overcome problems by applying own knowledge and experience within the field or position.

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 (Interpretive)

Uses own judgement to solve problems in own work area. Can apply own skills and knowledge to assess best approach to a work task or problem. At this level, position holder is expected to start to show initiative to recommend and apply work process improvements. Has latitude to decide on work scheduling and priorities and can exercise own judgement over when to refer a matter to a higher level.

Level of supervision and independence (General)

Position holder is told what outcomes are expected and when they are expected to be achieved. Position holder can determine own priorities and some work methods and has some scope to be able to choose from established procedures to achieve work goals. Supervision is typically weekly or fortnightly and specific outcomes are reviewed.

Organisational relationships and impact (Strong)

Position holder is able to apply their knowledge of their work area and understand the impact of their actions on other work areas and employees. Can provide advice or assistance to others based on in-depth knowledge within field of expertise. Has started to develop ability to recommend changes to processes and procedures to improve operations.

ABOUT YOU

With an undergraduate degree with honours in a relevant discipline, and experience in clinical research, you bring strong interpersonal and communication skills, with the ability to engage effectively with individuals from diverse backgrounds and communicate clearly, both verbally and in writing.

Highly developed organisational skills are essential, including the ability to prioritise tasks, manage competing demands, plan work to meet deadlines and perform effectively under pressure. You will also have a proven ability to work both independently and collaboratively as part of a busy team.

A sound understanding of confidentiality, privacy and information-handling principles, along with an awareness of relevant research guidelines and protocols will also be required for success in this role.

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 or training in clinical neuropsychology, including familiarity with cognitive assessments, neuropsychological measures, and/or clinical research involving people with neurological or psychiatric conditions.
- Experience and training in delivery of brain stimulation treatments (TMS) in a clinical setting.
- 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, and at any point during employment, any of the following may be required to be provided:

- A national police check via Fit2Work or an alternative as identified by Bionics Institute.
- Evidence of holding the legal right to work in Australia with no restrictions.
- Evidence (for sighting) of any vaccinations required by the Bionics Institute under any applicable laws, rules, regulations and government public health orders or directions.

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