

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	RESEARCH ASSISTANT – AUTISM RESEARCH		
Division:	Autism Research	Department:	Research Team	
Position reports to: (role)	Program Manager (Dr Kiah Evans)			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco Western Australia			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The successful applicant will contribute to the autism research program conducted at the Telethon Kids Institute (Perth, Australia) through conducting a range of research duties across multiple projects. In collaboration with research groups around Australia and internationally, the research group uses a range of techniques to develop new methods for identifying and diagnosing children with autism in early life, and trial early intervention techniques. Previous research outputs by the team can be found at: https://autism.telethonkids.org.au/publications/.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Research Administration	90	<ul style="list-style-type: none"> Conduct the day-to-day activities for the evaluation of interventions studied as part of clinical trials (e.g. The Australian Infant and Communication Study), including: <ul style="list-style-type: none"> Recruitment of participants Behavioural testing of children during baseline and follow-up assessments (e.g. administering questionnaires and face-to-face measures) Data entry Liaison with other research sites around Australia Assist with similar data collection, entry and analysis on other research projects (as required) 	<ul style="list-style-type: none"> Testing on children scheduled to participate in baseline and follow-up assessments within clinical trials in a twelve month period. 	<ul style="list-style-type: none"> Timeliness of achieving project milestones
	10	<ul style="list-style-type: none"> Generate and maintain standard operating procedures Curate relevant databases Participate in team meetings 	<ul style="list-style-type: none"> Facilitate and maintain effective team organisation and communication 	<ul style="list-style-type: none"> Relevance of standard operating procedures Timeliness to complete administrative duties

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> Bachelor’s degree in area relevant to ASD
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> Ability to administer psychometric assessments relevant to ASD High-level written and oral communication skills Demonstrated ability to set goals, develop priorities and meet deadlines Ability to work effectively as part of a broad, multidisciplinary team that spans several sites Experienced working with infants, children and families ‘Working with Children Check’ and ‘National Police Clearance’ prior to commencement will be mandatory

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> Post-graduate research qualification in area relevant to ASD (including honours) Qualified to administer the Autism Diagnostic Observation Scales (ADOS-2) Qualified phlebotomist
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<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Demonstrated knowledge of ASD research and related methodologies • Administered ADOS-2 in a research setting • Competence and experience in collecting blood from children • Database creation and management 		
<p>SCOPE:</p>			
<p>Financial accountability: Does this role have accountability for a budget?</p>			
<ul style="list-style-type: none"> • No 			
<p>People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>0</p>	<p>No. of indirect reports</p>	<p>0</p>

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Program Head

Immediate level of supervision

Program Manager

Other roles reporting to immediate supervisor



Direct reports (role x no.)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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