



## Job Description

**POSITION TITLE:** Research Assistant  
**LOCATION:** South Australian Health and Medical Research Institute (SAHMRI)  
**REPORTS TO:** Coolamon Navigator  
**DEPARTMENT:** Aboriginal Communities and Families Health Research Alliance  
SAHMRI Women and Kids

### PURPOSE AND SCOPE OF THE POSITION

This Research Assistant will provide a professional level of research support to the ICARE Research Program as part of the Coolamon Team and research activities of the Aboriginal Families and Communities Health Research Alliance priority projects (ACRA).

This position will be based at SAHMRI Women and Kids and will work across a number of health services that provide antenatal care to Aboriginal and Torres Strait Islander families (predominately but not limited to Women's and Children's Hospital, Lyell McEwin and / or Flinders Medical Centre).

The aim of the Coolamon Team is to enrol pregnant women and their key support person into a wraparound care model to support transition into early parenthood.

### KEY RESPONSIBILITIES

The specific duties include:

- Research support to the ICARE Program and any ongoing research activities within the ACRA team
- Undertake research activities as directed, including organising, and following up potential research participant consents, referring and supporting participants for the care package, attending, and supporting consultation workshops and data collection.
- Ability to work successfully within a hospital setting, liaising with stakeholders, health care professionals, researchers, study investigators and colleagues.
- Undertaking informed consent and enrolling participants into the ICARE program.
- Accurate data collection and data milestone completion.
- Participate in Aboriginal and team cultural activities.
- Participate in special projects to continuously improve processes, tools, systems, and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations, and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

## SPECIAL REQUIREMENTS

- Identify as Aboriginal or Torres Strait Islander
- Some out of hours' work may be required.
- DCSI Working with Children Check employment screening is required.
- Primarily located at SAHMRI North Terrace and will be expected to work at one or two maternity hospital sites as directed including (but not limited to) The Women and Children's Hospital, Lyell McEwin Hospital, Flinders Medical Centre. Some Travel is required amongst locations and the community.
- SAHMRI is required to implement the [Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy](#) for SAHMRI employees carrying out work in any SA Health Facility.
  - Immunisation Risk for this position is Category C (minimal patient contact)



## Person Specification

### QUALIFICATIONS

Extensive experience in Aboriginal and Torres Strait Islander Health/ Health Research, specifically maternal and child health

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience working in Aboriginal research projects.
- Experience in accurate data collection and record keeping.
- Excellent communication skills both verbal and written.
- Experience using research digital tools and databases.
- Strong interpersonal skills with a focus and commitment to assisting staff and meeting deadlines.
- Meticulous attention to detail.
- Ability to work independently and as an effective team member.
- Excellent organisational skills, with ability to manage time and priorities effectively and use initiative.
- A 'can do' attitude, friendly and motivated team member.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People.
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun

### LICENCES

- Current Driver's Licence