



<b>Position Title:</b>	<b>Research Assistant</b>
<b>Hours:</b>	15 hours per week
<b>Location:</b>	Suite 2/31 Princes Hwy Dandenong 3175
<b>Duration:</b>	18 Months Contract
<b>Responsible To:</b>	Health Promotion Manager
<b>Reporting To:</b>	Health Promotion Manager

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## **1. Introduction**

Women's Health in the South East (WHISE) is the regional women's health service for the Southern Metropolitan Region of Melbourne.

Women's Health Services are based on an understanding of health within a social context and recognise that:

- health factors are determined by a broad range of social, environmental and economic factors;
- differences in health status and health outcomes are linked to a range of factors including gender, sexuality, socio-economic status, ethnicity and disability;
- health promotion, prevention, equity of access and strengthening of community and primary health care are necessary along with other health treatment services.

## **2. Position Objectives**

This role participates in the design and implementation of research activities in support of WHISE's Integrated Health Promotion Plan and more broadly the strategic goals of WHISE.

Contributing to the overall goals of WHISE, this role will also:

- Review and analyse existing research in the primary prevention for women's health area to add value and evidence to WHISE's Project Work;
- Support the Communications activity of WHISE by highlighting quality evidence on women's health and primary prevention to assist in positioning the work and relevant of WHISE in the local region.

## **3. Key Responsibilities**

The key responsibilities in this role are to:

- Review current literature to support agreed work plans;
- Design high quality survey's and data gathering tools to ensure that WHISE's projects are achieving required goals and the needs of the community;
- Collect and analyse a range of data in keeping with agreed project plans;
- Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards;

- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected;
- Work with the CEO and Health Promotion Manager to provide evidence and data to assist in the preparation of any funding submissions and proposals to granting agencies and foundations;
- Maintain quality records of work including evidence and data library ;
- Work collaboratively with all team members to realise the goals of WHISE and its IHP;
- Support projects and the activities of WHISE by contributing to reports as required by funding agencies or other external stakeholders.

### **3.3 Quality Improvement**

- Assist in the development of the organisation's overall Quality Improvement Plan;
- Initiate and participate in the development and review of WHISE policies and procedures.

### **3.4 Occupation Health and Safety**

- Follow safe work practices, procedures, instructions and rules;
- Perform all duties in a manner, which endures personal health and safety and that of others in the workplace;
- Report all hazards or incidents that cause or may cause harm.

### **3.5 General Requirements**

- Provide courteous advice and assistance to clients and visitors of WHISE;
- Maintain effective working relationships with staff and regularly participate in team and organisational activities;
- Understand the budget constraints and where possible suggest strategies for improvement;
- Be conversant with computer systems and other technology relevant to the position;
- Carry out all other duties as directed consistent with WHISE's Strategic Directions;
- Apply a risk management approach to all tasks undertaken at work.

## **4. Selection Criteria**

### **4.1 Essential**

- Degree in related discipline and practical experience of working as a research assistant across a number of projects simultaneously;
- Demonstrated ability to communicate with women from a diverse range of backgrounds;
- Practical experience of and implementation of quality data collection practices (qualitative and quantitative) statistical and graphical analysis of data as well as demonstrated ability to present complex data in a clear concise way to aid broad understanding across a diverse audience;
- Familiarity with research design, knowledge management;
- Demonstrated ability to use Microsoft office programs including Word, Excel, Access, Publisher, PowerPoint and Outlook;

- Demonstrated ability to adapt to different situations and tasks on a day to day basis;
- Demonstrated understanding of and commitment to the philosophy, values and the feminist framework on which the organisation is based;
- Proven ability to work both independently and cooperatively as part of a team;
- Critical thinking and high level of attention to detail.

#### 4.2 Desirable

- Knowledge of the Southern Metropolitan Region;
- Fluency in a second language, and/or familiarity with a second cultural or ethnic group would be well regarded;
- Current driver's license.

#### 5. Terms and Conditions

- The successful applicant will be required to undertake a police records check and Working with Children check. Appointment is subject to the outcome of these checks;
- All employees are required to sign and comply with WHISE's Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy;
- All volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety;
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.

WHISE has an equal opportunity employment exemption.

Version Number: 1

Date Reviewed: January 2018

Date of Next Review: July 2018

I have read, understood and accept the above position description:

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Research Assistant's Name

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Research Assistant's Signature

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Date

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CEO's Name

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CEO's Signature

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Date