

<p>Position Title: Research Assistant</p>	<p>Date Prepared: 23 Aug 2021</p>
<p>Position Reports To: Dr Chris Tailby, Head, Cognition Laboratory</p>	<p>Theme/Team: Epilepsy</p>
<p>Classification: RA2 – RA3 (0.6 – 1.0 FTE flexible), 1 year contract with potential to extend</p>	<p>Location: Melbourne Brain Centre, 245 Burgundy St, Heidelberg, Vic, 3084</p>
<p>Key Relationships:</p> <p><u>Internal:</u></p> <ul style="list-style-type: none"> • Head of Cognition • Epilepsy team <p><u>External:</u></p> <ul style="list-style-type: none"> • Study participants • Austin staff as necessary 	<p>Primary Purpose:</p> <p>A Research Assistant working within the Cognition Laboratory, Epilepsy Theme, Florey Institute of Neuroscience and Mental health. The Cognition Laboratory uses behavioural and imaging methods to examine how cognition is organised in the normal brain, and how it is affected in neurological disease (with an emphasis on epilepsy). The successful applicant will occupy a central position in the coordination, collection and management of neuropsychological data in the laboratory, and in coordinating interactions between members of the Cognition Laboratory and other members of the Florey Epilepsy theme. Core activities carried out by the successful applicant will include contributions to (i) the Australian Epilepsy Project (epilepsyproject.org.au), (ii) our NHMRC funded project, “A randomised controlled trial of advanced functional MRI for targeted surgery in focal epilepsy”, (iii) research activities associated with the First Seizure Clinic at Austin Health, and (iv) additional research activities undertaken in the Cognition Laboratory</p>

Primary Responsibilities:

- Carry out participant screening, recruitment and coordination for neuropsychological studies
 - Approach prospective research participants
 - Review records, conduct interviews, to determine study eligibility
 - Phone call and email follow-up with participants
 - Scheduling of appointments via relevant booking systems (e.g. room bookings, MRI bookings)
- Administer and score a range of standardised neuropsychological tests and questionnaires
 - Delivery of research quality, standardised neuropsychological assessment measures (including via telehealth)
 - Prepare participants for task-fMRI scanning (e.g. training on in-scanner tasks)
- Data entry, coding and database management
 - Provision of an up-to-date, quality checked, centralised database of laboratory data
- Data analysis and presentation
 - Provide summary figures, tables, and preliminary analyses of collected data
 - Draft written summaries of key research findings
- Oversight of research ethics processes
 - Compile ethics applications and amendments
 - Ensure appropriate filing and storage of research documents (e.g. consent forms, data forms)
- Provide research and administrative support for Cognition Laboratory
 - Respond to queries from the research team
 - Coordinate and scribe meetings among research team members
 - Provide literature summaries
- Support the collective vision and mission of the Florey through
 - open and collaborative communication that promotes positive and respectful relationships
 - fostering and supporting innovation within the team and broader Institute teams
 - excellence in practice driven by a focus on equity, diversity and inclusivity

Occupational Health & Safety:

- Eliminate, or otherwise reduce so far as practicable, the risks of injuries, diseases and ill health that arise as a result of Florey Institute activities through compliance with the Florey OH&S policy and procedure
- Continually incorporate and support improvement of the management of OH&S practices for Florey related activities
- Create and promote a positive and equitable workplace through awareness of issues that impact on health and wellbeing

Skills/Qualifications:

Essential

- Bachelor Degree with Honours in Psychology
- Currently enrolled in or has completed Masters-level postgraduate clinical training in Clinical Neuropsychology or Clinical Psychology

<p>Experience/Knowledge:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Experience with neuropsychological test administration <p>Desirable:</p> <ul style="list-style-type: none"> • Clinical research experience (i.e. with patient contact), especially epilepsy • Experience delivering telehealth (telephone, videoconference) neuropsychological assessments • Experience with statistical software packages: SPSS, R, Matlab • Experience with preparing and reviewing Research Ethics Applications • Authorship of peer-reviewed research papers and/or conference presentations 	<p>General Attributes:</p> <ul style="list-style-type: none"> • Ability to work independently • Self-initiative • Ability to multi-task and prioritise • Excellent organisation skills • Good interpersonal skills (i.e. able to work within a team environment; able to quickly establish rapport in a clinical setting) • Provision of administrative assistance (e.g. coordinating meeting with other team members, research students) 	
<p>Employee Name:</p>	<p>Employee Signature:</p>	<p>Date:</p>