

Position Description

Research Assistant

Classification:	Medical Scientist Grade 2
Business unit/department:	The Institute for Breathing and Sleep
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
Employment type:	Fixed-Term Full-Time
Hours per week:	38
Reports to:	Dr Sarah Brown
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	April 2026

Position purpose

The role of the research assistant is to provide support for research studies operating within the Institute for Breathing and Sleep. There are two key projects the research assistant will work on. Both projects are randomised controlled trials funded by the Medical Research Future Fund (MRFF). The first project aims to determine if home-based models for adjusting non-invasive ventilation (NIV) therapy are non-inferior to a hospital admission-based model for improving NIV usage. The second project aims to compare two different types of usual care for the use of NIV in people with motor neurone disease. The research assistant will work under the guidance of senior researchers to manage the day-to-day coordination of these research project. The research assistant will also be expected to work on other research projects within the organisation as required. This role requires an enthusiastic, independent and motivated individual, with exceptional teamwork skills and a desire to contribute to an exciting program of research.

About the Institute for Breathing and Sleep

The Institute for Breathing and Sleep (IBAS) is a non-for-profit independent medical research institute based at Austin Health. IBAS has a mission to promote, facilitate and co-ordinate research and education in respiratory and sleep health. IBAS has affiliations with the Departments of Respiratory Medicine and Sleep Medicine, Intensive Care, Nuclear Medicine and Clinical and Health Psychology at Austin Health. The Institute is also affiliated with the University of Melbourne, Monash University, RMIT, and Swinburne University of Technology. IBAS personnel are

made up of research, medical, nursing, allied health, scientist, and administration staff. IBAS has an open and supportive atmosphere that encourages input from all.

About Austin health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation. Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Position responsibilities

Responsibilities include:

- Screening, recruitment and tracking of study participants.
- Data collection via administering questionnaires and utilising research equipment.
- Undertaking assessments of participants
- Facilitating NIV setting changes
- Research equipment setup, maintenance, and troubleshooting.
- Data entry and management.
- Attend and contribute actively to research, lab and investigator meeting and departmental seminars and meetings
- Assistance in the management of ethics and governance matters relating to the studies.
- Communication with members of the research and clinical team, participants and other key stakeholders to facilitate day-to-day coordination of the research project.
- Participate in the preparation of manuscripts, funding applications and ethics applications as required.

Selection criteria

Essential skills and experience:

- High-level organisational and project management skills (the ability to set priorities, meet deadlines, initiate and follow-up actions including frequent reminders of timelines, all with appropriate levels of direct supervision).
- Sound analytical and communication skills with an ability to communicate complex information clearly both verbally and in writing.
- Evidence of the ability and willingness to work collaboratively as a member of a team in a co-operative and collegial manner, as well as independently, to ensure successful project outcomes.
- Demonstrated knowledge of Good Clinical Practice requirements and adherence to the ICH-GCP and WHO guidelines for the conduct of scientific research.
- Demonstrated attention to detail and experience in data auditing, quality assurance and control.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite.



**Our actions
show we care**



**We bring
our best**



**Together
we achieve**



**We shape
the future**

- A commitment to Austin Health values: Our actions show we care, We bring our best, Together we achieve and We shape our future.

Desirable but not essential:

- Experience in setup and running of sleep research studies.
- Academic and practical knowledge of sleep disorders.
- Experience in assisting with research proposal submissions to funding bodies.
- Data visualisation and statistical analyses skills, especially in STATA and R.
- A current Australian driver's licence.

Professional qualifications and registration requirements

- Bachelors degree in nursing, physiotherapy, science or similar, ideally with recent experience working as a Research Assistant or Trial Coordinator.

Quality, safety and risk

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues, and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centred care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment



Our actions
show we care



We bring
our best



Together
we achieve



We shape
the future

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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