

Position Description

Research Assistant – Scientist Grade 1/2

Classification:	Medical Scientist Grade 1/2
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:	Research Fellow
Direct reports:	Nil
Financial management:	Budget: N/A
Date:	June 2025

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 three key projects the research assistant will work on. Each are funded by the Medical Research Future Fund (MRFF). Two of these MRFF projects aim to simplify and streamline diagnosis of obstructive sleep apnoea to make care for patients more accessible and affordable. The third MRFF 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 research assistant will work under the guidance of senior researchers to manage the day-to-day coordination of these research projects. The research assistant will also be expected to work on other research projects within the organisation as required.

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:

- Participant Management
 - Screen, recruit, and track study participants
 - Interact with and instruct participants
- Data Collection & Analysis
 - Apply, calibrate, and conduct sleep studies and other tests
 - Administer questionnaires
 - Analyse data, prepare reports, and manage data entry
- Collaboration & Communication
 - Liaise with staff and other departments to meet study goals and ensure safety and quality
 - Participate in investigator meetings
- Quality & Administrative Support
 - Maintain and troubleshoot equipment
 - Assist with procedure and policy development and maintenance
 - Support QA, education, research, and professional development
 - Provide leave cover and delegated support tasks
 - Assist with ethics and governance processes

Selection criteria

Essential skills and experience:

- Experience in the setup and running of sleep studies.
- Knowledge of sleep science and disorders.
- Strong organisational, time and project management skills
- Well-developed analytical and communication skills. Ability to convey complex information clearly in both written and verbal formats.
- Proven ability to work both independently and collaboratively in a cooperative and collegial team environment to support successful project outcomes.



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our best**



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we achieve**



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- Knowledge of Good Clinical Practice (GCP), with adherence to ICH-GCP and WHO guidelines for scientific research.
- High attention to detail, with experience in data auditing, quality assurance, and quality control.
- Proficiency in Microsoft Office applications, particularly Word and Excel.
- Evidence of ongoing professional development.
- Current Australian driver's licence.

Desirable but not essential:

- Data visualisation and statistical analyses skills.
- Recent experience working as a Research Assistant or Trial Coordinator

Professional qualifications and registration requirements

- Bachelor's degree in science from an Australian University, or recognised equivalent.
- Eligibility for membership of the Australian Council for Clinical Physiologists.

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.



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Austin Health is a child safe environment

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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