

## **ROLE DESCRIPTION**

**TITLE** Research Assistant

**DEPARTMENT** Bioethics  
**DIVISION** Health Sciences

### **THE ROLE**

The Research Assistant will be based in the Department of Bioethics and undertake tasks to carry out research with Associate Professor Josephine Johnston.

### **KEY TASKS**

1. Background research
2. Literature searches
3. Citation management
4. Document editing
5. Manuscript management
6. Grant proposal development assistance
7. Other tasks that may arise

### **RELATIONSHIPS**

**Overall responsible to:** Head of Department (Associate Professor Josephine Johnston)  
**Directly responsible to:** Head of Department (Associate Professor Josephine Johnston)

**Functional relationships with:** Research Groups within the Department  
External Research Groups  
All other departmental staff and students

### **QUALIFICATIONS AND EXPERIENCE**

#### **Essential**

1. A tertiary University qualification
2. Computer literacy
3. Excellent time management and organisational skills
4. Good interpersonal skills and an ability to work as part of a team
5. Excellent spoken and written communication skills
6. Able to work unsupervised

#### **Preferred**

1. Previous research experience
2. A degree with some research component (i.e. Honours or PGDip)