



4 October 2021



Collaboration for Evidence, Research and Impact in Public Health

Curtin School of Population Health  
EnAble Institute | Faculty of Health Science  
GPO Box U1987 | Perth WA | 6845  
www.siren.org.au

## **RESEARCH ASSISTANT**

### **Aboriginal Consumer-Led Strategies to Reduce Harms from Illicit Drug Use**

We seek a suitable candidate to fulfil the position of Research Assistant (G03.1-G04.1, \$37.30 - \$42.74 depending on experience). The position is casual, 1-2 days per week until 31 December 2021 with the opportunity for extension for 12-24 months.

Aboriginality is a genuine occupational requirement under Section 50d of the Equal Employment Opportunity Act 1984. The successful applicant may be required to produce evidence affirming their Aboriginality.

#### **Purpose of position**

The Research Assistant works under the general direction of the Academic Project Lead and Project Officer and undertakes a variety of support tasks, which may include a range of administrative, logistical and/or research tasks.

Funded by Healthway, our project will test five strategies to increase Aboriginal consumers' access to needle and syringe programs to reduce harms associated with illicit drug use. The Aboriginal consumer-led and co-designed interventions will incorporate education, policy, environmental and behavioural change.

The applicant will work with researchers in the WA Sexual Health and Blood-borne Virus Applied Research Network ([SiREN](#)) and the Collaboration for Evidence, Research and Impact in Public Health ([CERIPH](#)). SiREN supports the research and evaluation capacity of service providers, researchers and policymakers working in the sexual health and blood-borne virus sector and CERIPH is a multi-disciplinary research centre – both located within the Curtin School of Population Health.

#### **Key responsibilities and accountabilities**

The applicant will be expected to undertake tasks which may include, but are not limited to:

- Prepare and distribute documentation (e.g. reports, minutes of meetings, correspondence), using the full range and features of MS Office applications.
- Coordinate arrangements for and schedule meetings and appointments including inviting attendees, booking venues and arranging catering, as required.
- Assist with straightforward research activities as directed.
- Process relevant forms and enter data/update records and information in a timely and accurate manner in line with established records management systems and procedures.
- Respond to general requests for information and answer straightforward inquiries from the school, and project stakeholders and participants, seeking guidance or escalating queries to appropriate staff, as necessary.
- Always adhere to Occupational Health and Safety criteria.
- As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, modelling the University's Values and Signature Behaviours.



- Undertake other activities which the applicant might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities as listed above.

### **Essential qualification, knowledge, experience and skills**

- Completion of year 12 secondary school education with relevant work experience and or an equivalent combination of relevant experience and/or education/training.
- Demonstrated interpersonal skills with an ability to work effectively as part of a team.
- Demonstrated ability to communicate orally and in writing, clearly and professionally.
- Demonstrated organisational skills with accuracy and attention to detail.
- Demonstrated computer literacy with skills in the use of a variety of applications, including word processing, spreadsheet, and database packages.
- Demonstrated ability to work independently, follow instructions and seek guidance when in doubt.

### **Desirable criteria**

- Progress towards a relevant Bachelor's degree or higher in Health Sciences, Education or an Indigenous related program of study.
- Demonstrated health promotion competencies.
- Understanding of harm reduction and harms associated with injecting drug use.
- Work experience in the alcohol and other drugs, mental health or related sectors.
- Previous experience working in a university environment.
- Possess a current WA drivers' licence.

### **Interested in the position?**

We encourage anyone who is interested in the position to please contact Dr Roanna Lobo to discuss your suitability.

### **How to apply**

Please send your resume and a letter (max 2 pages) expressing why you are interested in the role and the skills, experience and qualifications you have that make you a suitable candidate.

### **Applications close**

5pm WST Sunday 31 October 2021.

### **Contact**

Dr Roanna Lobo, SiREN Project Manager, [roanna.lobo@curtin.edu.au](mailto:roanna.lobo@curtin.edu.au), 08 9266 1101.