POSITIVE SUMMARY
The Research Assistant position will work on the POINT (Pain and Opioids IN Treatment) study, an NHMRC-funded cohort of chronic pain participants that have recently been prescribed opiates. The position will involve assisting with locating and conducting clinical interviews with participants.

ORGANISATIONAL ENVIRONMENT
Overview of the Faculty/School/Divisional Work Unit
UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The National Drug and Alcohol Research Centre (NDARC) was established at the University of New South Wales by the Commonwealth Government in 1986 to extend the knowledge base required for effective treatment of individuals with alcohol and other drug related problems and to enhance the overall research capacity in the drug and alcohol field. The Centre is highly regarded, both nationally and internationally, for its contribution to drug and alcohol research.

The POINT study aims to follow 1500 people who are living with chronic pain, and have been newly prescribed pharmaceutical opioids (such as oxycodone). This group will be followed over a two-year period in order to gain an understanding of the effects and outcomes of pharmaceutical opioids in patients with chronic pain.

Statistics
NDARC is dynamic research centre, with approximately 140 staff and 28 PhD students. There are currently over 90 different projects in progress.
Reporting Relationships

Supervisor’s title: SRO (GC) and Professor (LD)
Other positions reporting to the supervisor: various research fellows, research assistants and PhD students
Positions reporting to this position: none
Other relationships: liaison with external CIs

KEY DUTIES & RESPONSIBILITIES

- Administrative tasks related to the day-to-day running of the project
- Participate in recruitment, data collection, data management and data entry on a day-to-day basis
- Complete interviews with POINT participants
- Assist with ethics submissions and amendments
- Assist in the organisation of meetings/teleconferences as required
- Assist with liaison with collaborators, appropriate health departments, i.e. Medicare and health professionals (pharmacists) at recruitment sites
- Assist with selecting and running of appropriate data analysis
- Assistance with preparation of reports, manuscripts for publication and conference presentations
- Dissemination of findings to the Commonwealth and health professionals
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the university

SELECTION CRITERIA

- Honours degree and/or post-graduate qualifications in the behavioural or social sciences or epidemiology, preferably with an understanding of drug and alcohol issues
- Proven ability to build and maintain effective professional relationships with agencies and key stakeholders
- High-level organisational skills and ability to deal with multiple tasks, establish priorities and meet deadlines.
- Demonstrated skills in data management and statistical analysis
- Ability to work both independently and within a team
- Strong written, oral and interpersonal communication skills
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.