

Position Description – Research Assistant, SURE Program, NCETA

Updated 16 September 2025

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	National Centre for Education and Training on Addiction (NCETA)
Supervisor	Manager, SURE Program, NCETA
Classification	Higher Education Officer Level 5
Employment Type	Fixed term, full time (available for 3 years)

POSITION SUMMARY
<p>The National Centre for Education and Training on Addiction (NCETA) is an internationally recognised Research Centre that works as a catalyst for change in the alcohol and other drugs field. The Centre works to reduce the harms from alcohol and other drugs from prevention through to treatment. NCETA is located within the College of Medicine and Public Health and is part of the Flinders Health and Medical Research Institute (FHMRI) at Flinders University in South Australia. NCETA is home to the Substance Use Research and Evaluation (SURE) Program which conducts analysis, tracking and review of substance use patterns and outcomes for the South Australian Government.</p> <p>Under general supervision, the Research Assistant will support the SURE Program and NCETA Research team with a variety of research activities. Responsibilities will include literature searches, developing ethics applications and research materials, assisting with data collection, liaising with research participants, assisting with grant applications, analysis of quantitative and qualitative data, preparing drafts of research outputs (e.g., reports, manuscripts, and conference presentations), and supporting dissemination of research findings through NCETAs communications including newsletters, website and social media.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Research Assistant is accountable for:

1. Assisting in development of project administration, protocols, and research materials.
2. Assisting with research ethics applications, grant applications and literature reviews.
3. Maintaining spreadsheets, databases, EndNote libraries and maintaining accurate records of research procedures.
4. Assisting with research data collection (e.g., booking or conducting telephone or online interviews).
5. Assisting with qualitative and quantitative data management, including data cleaning, coding, analysis, and summaries of findings.
6. Completing general project administration, assisting with ordering and purchase of research equipment, schedule research team meetings, assisting with preparing meeting documentation (e.g., agenda and minutes), room bookings, and videoconference set up.
7. Contributing to presentations, research reports and/or manuscripts for publication, including preparation of tables and figures; presentations and preliminary drafting and editing.
8. Assisting with administrative tasks including the development and distribution of communication for newsletters, reports, website and social media.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of degree in relevant area or an equivalent combination of experience and/or education and/or training.
- Demonstrated well-developed organisational skills and the ability to meet competing deadlines.
- Demonstrated well-developed writing and communication skills, particularly related to assisting in scientific manuscript preparation, industry reports, grant writing, or research dissemination (e.g. via newsletters, websites, social media).
- Demonstrated experience working on research projects in public health.
- Well-developed qualitative and quantitative research skills.
- Well-developed computer skills including Microsoft Office products such as Word, Excel, and PowerPoint, statistical software (e.g., SPSS) and Endnote.
- Well-developed interpersonal skills including the ability to work in a team environment demonstrating clear communication and mutual respect.
- Self-motivation and ability to work under limited supervision

- *Experience with external facing communications for newsletters, website and social media (Desirable).*
- *Completion of a degree in psychology, medicine, public health, health science or related behavioural science (Desirable).*
- *Proficiency in NVivo or another qualitative data analysis program (Desirable).*