

POSITION DESCRIPTION	
NAME: TBA	JOB TITLE: Research assistant (Melbourne based)
PRIMARY JOB PURPOSE:	
To work on a randomised controlled trial of an interactive step training to reduce falls in people with Multiple Sclerosis (MS) (i-FIMS: intervention to reduce falls in multiple sclerosis).	
REPORTS TO: (Performance reviewed by):	JOBS REPORTING TO THIS POSITION:
Prof Stephen Lord / Dr Jasmine Menant / Dr Phu Hoang	
ACCOUNTABILITIES: Key areas of responsibility	
<ul style="list-style-type: none"> • Participants' recruitment and assessments' booking (20%) • Assessment of physical and cognitive function (lower limb strength, balance, gait, upper limb dexterity, cognitive function and falls efficacy) (this also involves picking up and dropping off the participant's using personal car if required) (30%) • Data entry (10%) • Installation (and pick up) of stepping mat equipment in the home of intervention participants (15%) • Basic troubleshooting of step mat equipment (10%) • Home visits and telephone calls to check participants' adherence and progress with the exercise program (15%) 	
CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:	
<p>Essential criteria</p> <ul style="list-style-type: none"> • Degree in exercise science, exercise physiology, physiotherapy or a related discipline • Excellent communication and interpersonal skills • Excellent organisational skills and attention to detail • proven ability to work independently • valid Australian driver's license and access to own transport. <p>Desirable criteria</p> <ul style="list-style-type: none"> • Experience working with people with MS or other motor impairment • Clinical trial research experience 	
OUTCOMES/DELIVERABLES (Measurable Output):	
<ul style="list-style-type: none"> • The research assistant will be expected to recruit and assess approximately 100 people with multiple sclerosis within 2 years or less. 	
KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:	
<ul style="list-style-type: none"> • The research assistant will report to Dr Jasmine Menant (i-FIMS study coordinator) and to Dr Phu Hoang and Prof Stephen Lord (i-FIMS study Chief investigators), all based in Sydney. 	

- The research assistant will be in email and telephone contact with other research assistants' members of the team and based at NeuRA (Sydney).
- The research assistant will have to assess and instruct people with multiple sclerosis.

WHS RESPONSIBILITIES:

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions