

A more equitable world through better health.



POSITION DETAILS

TITLE	Research Assistant - Immunisation and Health Systems Strengthening
CLASSIFICATION	RA4 – RA6: \$96,978 - \$104,663 (pro-rata and depending on experience) + super + salary packaging
TIME FRACTION	1.0 FTE (0.8 FTE will be considered)
CONTRACT TYPE	12 Month Fixed Term
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Senior Research Fellow, Immunisation and Health Systems Strengthening
DIRECT REPORTS	Nil
LAST UPDATED	February 25

POSITION SNAPSHOT

The Research Assistant will support the Immunisation and Health Systems Strengthening team to implement projects and develop new funding applications. Using their experience in quantitative and qualitative research methods, the Research Assistant will support the team to manage international research and implementation projects with a focus on immunisation and vulnerable populations, particularly in the Asia-Pacific region. They will also support the development of peer-reviewed publications and donor reports to ensure lessons-learned are documented. They will establish strong relationships with collaborators across the Burnet Institute and with regional partners. The position provides the opportunity to build skills in Global Public Health research and international development.

KEY RESPONSIBILITY AREAS

1. TECHNICAL	<ul style="list-style-type: none"> Support the development of funding proposals. Support development of research protocols and ethics applications. Support development of peer-reviewed publications and reports, including undertaking literature reviews, with opportunities to lead publications. Develop data management protocols, maintain data dictionary, and manage data sets throughout ongoing research study. Develop data cleaning protocols and undertake analysis of quantitative and qualitative survey data. Support dissemination of research findings for varied audiences, including through websites, presentations, and short summaries.
2. PROJECT MANAGEMENT	<ul style="list-style-type: none"> Support the IHSS team to: <ul style="list-style-type: none"> Monitor project timelines and outputs against grant objectives, provide logistical support Support reporting against project deliverables
3. RELATIONSHIP MANAGEMENT	<ul style="list-style-type: none"> Establish strong working relationships with collaborators across the Burnet Institute and with regional partners.
4. FINANCE COORDINATION	<ul style="list-style-type: none"> Ensure expenditure matches funding support and complies with institute policies and grant requirements and rules, and raise any related issues or concerns.
5. TRAINING	Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
1.	<p>A minimum of 2 years of employed experience as a Research Assistant or equivalent with experience undertaking data analysis and familiarity with qualitative and quantitative research methods – including study design, data collection and analysis</p> <p>Essential</p>

2.	Experience in global health and/or health systems strengthening	Essential
3.	Experience in the development of research protocols, funding proposals, and ethics applications	Essential
4.	Experience in survey data collection in cross-cultural settings	Essential
5.	Experience working with data sets and/or database management	Preferable
6.	Competency using statistical software for data cleaning and analysis (e.g., Stata, SPSS, R)	Preferable
7.	Experience conducting literature reviews including using MESH terms and journal databases	Preferable
8.	Experience working with in-country partners (within Papua New Guinea and/or the wider Pacific) and managing relevant relationships	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	Indirect Contact With Children
LOCATION OF CONTACT	Australia and Asia Pacific Region

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au