

GERIATRIC EDUCATION & RESEARCH INSTITUTE

JOB DESCRIPTION

JOB TITLE	: Research Associate (Evidence Synthesis)	JOB CLASSIFICATION	: Exempt
DEPT/SECTION	: Research	JOB GRADE	: 12 - 14
		EFFECTIVE DATE	: 15 Oct 2020
APPROVED BY	: Executive Director, GERI	REVISION DATE	: -

STATEMENT OF PURPOSE

To undertake collaborative evidence synthesis and to contribute to GERI research strategies.

MAJOR DUTIES AND RESPONSIBILITIES

(A) SPECIFIC (80%)

1. To conduct qualitative and quantitative synthesis of evidence from the literature independently or collaboratively
2. Critically evaluate the research methods and statistical findings of the retrieved evidence
3. To produce high quality research reports and/or journal publications
4. To conduct collaborative evidence synthesis with external partners and colleagues
5. To supervise and guide junior researchers, postgraduate students, or interns; and advise on professional development
6. To lead relevant meetings
7. To ensure that responsibilities identified within internal processes such as research ethics procedures are met by all research team members
8. To contribute to teaching activities as appropriate.
9. Work on other relevant projects and initiatives, as required.

(B) GENERAL (20%)

1. To embrace change, and develop productive working relationships with colleagues
 2. Assume additional responsibilities as assigned.
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ORGANISATION RELATIONSHIP

SUPERVISOR'S SUPERIOR

Executive Director

SUPERVISOR

Lead / Research Fellow,
Evidence Synthesis Group

JOB HOLDER

Research Associate

SUBORDINATE

Research Officers / Interns

JOB REQUIREMENTS

(A) EDUCATION, TRAINING AND EXPERIENCE

- Master's degree in a relevant discipline, particularly in health and social sciences
- Relevant research experience including relevant publications
- Experience of working in a research team environment
- Good communication and interpersonal skills

(B) SPECIALISED TRAINING & EXPERIENCE

- Relevant experience in evidence synthesis
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ABNORMAL PHYSICAL WORKING CONDITION

None