

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
POSITION DETAILS:		Position Title:	RESEARCH ASSISTANT		
Division:	Telethon Kids Cancer Centre	Department:	Leukaemia Research		
Position reports to: (role)	Sébastien Malinge				
Location: include all possible locations	100 Roberts Road, Subiaco 6008 WA				
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why					
The purpose of this job is to conduct research on different models of leukaemia and test novel therapeutic strategies. The candidate will also assist other investigators as part of a very collaborative laboratory environment.					
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>					
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured	

Laboratory activity	75%	<ul style="list-style-type: none"> • Assist in planning for research projects in collaboration with supervisor • Laboratory research, including but not limited to: • Animal studies, eg. harvest tissues, deliver treatments, monitoring animal welfare • Histology, eg. tissue processing, sectioning (paraffin, frozen), staining, immunohistochemistry • In vitro cell culture, eg. cell lines, mouse or human primary cells • Molecular analyses, eg. DNA/RNA extraction & QC (quantitation, visualisation), genotyping, sequence analysis, assay design, Q-PCR • Molecular and cellular biology, eg. Transfection, transductions, flow cytometry • Knowledge of and adherence to national and institutional guidelines on laboratory safety, and patient confidentiality • Shared responsibility for the ordering and stocktake of lab consumables • Shared responsibility for the maintenance of laboratory or institutional equipment • Attendance and participation at research seminars and meetings • Other duties as directed by supervisor and other team members (eg. making solutions, overseeing students) 	<ul style="list-style-type: none"> • Well planned and streamlined experimental work flow • Successful execution of experiments • Well preserved samples • Excellent procedural integrity • Safe, conscientious and functioning work environment • Collaborative attitude • Gain of new knowledge 	<ul style="list-style-type: none"> • Positive feedback from leader and team members • Positive feedback from laboratory technician staff • Maintenance of sterile conditions in cell culture suite • Limited instances of safety breaches • Quality and reproducibility of experimental results • Equipment in good working order • Participation in research discussions
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Administration	15%	<ul style="list-style-type: none"> • Maintenance of databases (including patient samples, animal colonies, cell lines, DNA/RNA/protein) • Generate and maintain standard operating procedures • Online lab book record keeping • Ordering supplies, liaising & negotiating with suppliers • Conduct background research as required • Communication <ul style="list-style-type: none"> ○ Oral presentations – formal and informal ○ Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence • Assist with team members correspondence and related activities (e.g. obtaining equipment quotes, organising repairs etc) • Other administrative activities as requested by line manager 	<ul style="list-style-type: none"> • Up to date databases & laboratory experimental records (daily) • Supplies well stocked • Sound understanding of subject and methodology • Clear and concise communication • Correspondence requests completed within a few days. • Requests completed within a timely manner. 	<ul style="list-style-type: none"> • 95% accuracy in records • Experimental reproducibility & integrity • No stock shortages • Positive feedback from leader • Positive feedback from team members and collaborators
Team membership	10%	<ul style="list-style-type: none"> • Organise and participate in team meetings • Working cohesively and collaboratively with others - both internal (direct team members) and external (other TICHR/PMH staff and collaborators) • Provide regular performance feedback to line manager 	<ul style="list-style-type: none"> • Effective teamwork • Foster a positive and productive environment • Provide mentorship and training • Contribute to the operation of the wider working environment 	<ul style="list-style-type: none"> • Positive feedback from team members and collaborators • Harmonious and motivated work environment

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

A Bachelor's degree in field of biological or related sciences, with honours or Masters degree

Skills, Knowledge & Experience:

- Ability to work as part of a team
- Strong experience in animal research (substance administration, removal of mouse tissues, animal monitoring, techniques of injections: IP, IV, SC...)
- Experience in cell biology (*in vitro* cell culture)
- Demonstrated knowledge of research methodologies
- Confidence to work independently
- Ability to manage multiple priorities, Excellent planning and organizational skills
- Superior interpersonal and communication (both written and verbal) skills
- Good computer literacy (Apple and PC, Microsoft Office)

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- Experience in cancer research, molecular biology or biotechnology
- Experience in mammalian gene delivery including transfections and transduction
- Monitoring disease progression in vivo by In vivo imaging (IVIS spectrum), peripheral blood and bone marrow sampling, flow cytometry.
- Knowledge of histology, protein and RNA extraction
- Knowledge of Adobe Photoshop and Illustrator and Prism
- Sound understanding of PC2 working practices

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

0

No. of indirect reports

0

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

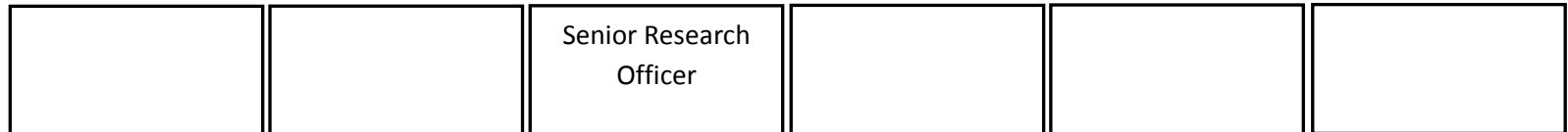
Next level of supervision

Head of Telethon
Kids - Cancer
Centre

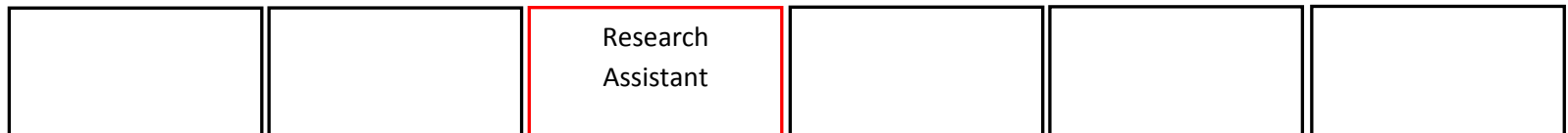
Immediate level of supervision

Team Leader

Other roles reporting to immediate supervisor



Direct reports (role x no.)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

This position is a 12 month contract with the possibility of extension. The level of the appointment will depend on the skills and experience of the successful applicant.