

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 – NGS		
Division:	Research Platforms		Department:	Telethon Kids Genome Nexus (Genomics, genome editing & supercomputing core capacity)	
Position reports to: (role)	Lead Scientist – Genome Nexus & Translational Genomics				
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco				
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why					
<p>The position is part of a larger effort to establish an integrated solution for a next generation genomics program at the Telethon Kids Institute.</p> <p>The position will be involved in preparation of NGS libraries for next-generation sequencing.</p> <p>The work will lead to the creation of a clinical pipeline utilising omics approaches to improve patients' wellbeing.</p>					
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	

<p>Research Activity</p>	<ul style="list-style-type: none"> • Planning and conducting experiments • Laboratory research, including but not limited to: <ul style="list-style-type: none"> ○ Growth and maintenance of cell cultures ○ Flow cytometry ○ Molecular analyses, eg. DNA/RNA extraction & QC (quantitation, visualisation), genotyping, sequence analysis, assay design, Q-PCR, cloning • Recording and analyzing data • Knowledge of and adherence to national and institutional guidelines on laboratory safety, animal ethics and patient confidentiality • Shared responsibility for the ordering and stock-take 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 • Careful handling and monitoring of animals • 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 • Limited instances of safety breaches • Quality of experimental results • Equipment in good working order • Participation in research discussions
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<p>Administration</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Presenting results to senior/other research staff • Writing research papers, reports, reviews and summaries as required • Preparing research proposals and funding applications/bids • Organising product/materials testing • Liaising with research and/or sales staff, organising ordering and quotes • Keeping up to date with relevant scientific and technical developments • Generate and maintain standard operating procedures • Online lab book record keeping • Ordering supplies, liaising & negotiating with suppliers • Conduct background research as required • Communication • Oral presentations – formal and informal • Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence • Assist with conference travel arrangements and preparation as required. • 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
<p>Team Membership</p>		<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

- Bachelor's Degree in Biology, Biochemistry, or related field with Honours

Skills, Knowledge & Experience:

- Proficient in sterile technique
- Standard molecular biology, including cloning, electrophoresis, PCR
- Nucleic acid extractions, quantitative RT-PCR, and preparation of NGS libraries for next-generation sequencing (RNA-seq/single cell sequencing/WGS/Exome capture etc.)
- Prepare general lab stocks and buffers
- Maintain well-organized experimental records
- Ability to work as part of a team and participate in group meetings
- Demonstrated knowledge of research methodologies
- Confidence to work independently
- Ability to manage multiple priorities and a demanding schedule
- Superior interpersonal and communication (both written and verbal) skills
- Excellent planning and organizational skills
- Excellent attention to detail
- 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:

- Excellent written and oral communication skills and the ability to communicate in English to an international scientific audience

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)?

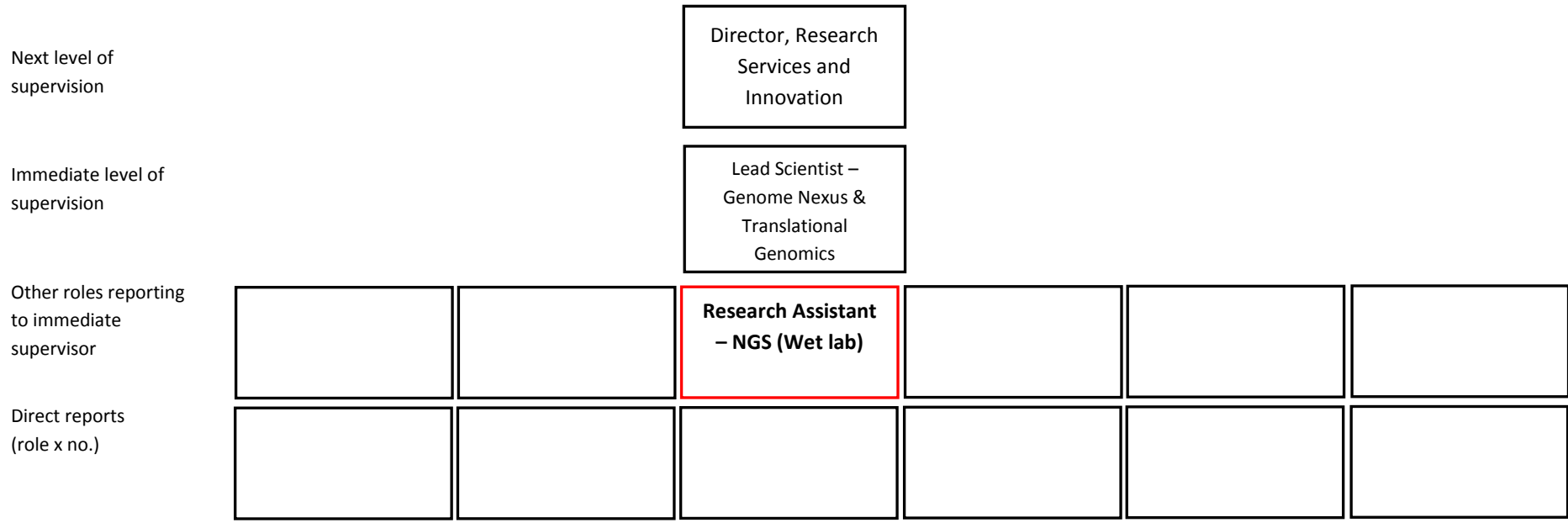
No. of direct reports

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No. of indirect reports

0

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



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

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