

JOB DESCRIPTION

Position Title	Research Assistant	Level	A
Reports to (role)	Head, Oncogenic Signalling Laboratory		
Team	Oncogenic Signalling, Cancer Centre		
Location	15 Hospital Avenue, Nedlands WA 6009		

PURPOSE OF POSITION

The purpose of this role is to assist our research program into paediatric brain tumours that has the goal of finding new cures.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Laboratory activity	<ul style="list-style-type: none"> • Assist in planning for research projects in collaboration with supervisor • Laboratory research, including but not limited to: <ul style="list-style-type: none"> - Cell culture - Cell based assays such as FACS - Protein analysis such as western blot • Organise and obtain clinical samples for hospital collaborators • Knowledge of and adherence to national and institutional guidelines on laboratory safety, animal ethics and patient confidentiality 	<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 • Experimental results obtained within defined timelines
Administration	<ul style="list-style-type: none"> • 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 • Online lab book record keeping • Ordering supplies, liaising & negotiating with suppliers 	<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

	<ul style="list-style-type: none"> • 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 	
Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> • BSc (Hons) degree in field of biological or related sciences • Expertise in cell culture and cell based assays
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Ability to work as part of a team • Experience in cell biology (in vitro cell culture) • Demonstrated high-level written and oral communication skills • 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) <p>Desirable Skills, Knowledge and Experience:</p> <ul style="list-style-type: none"> • Sound understanding of PC2 working practices • Understanding of signalling pathways and their analysis

	<ul style="list-style-type: none">• Knowledge of Adobe Photoshop and Illustrator, Prism and FilemakerPro
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DIRECT REPORTS <i>List by job title any positions to be supervised by this role</i>	None
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Approved by:	<i>Terrance Johns</i>
Date approved:	<i>26/03/2019</i>
Reviewed by P&C:	<i>26/03/2019</i>