

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> <b>POSTDOCTORAL RESEARCH FELLOW - COMPUTATIONAL BIOLOGY</b>		
<b>Division:</b>	<b>Chronic and Severe Diseases</b>	<b>Department:</b>	Genetics and Rare Diseases	
<b>Position reports to: (role)</b>	Timo Lassmann			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco / Perth Childrens Hospital, 15 Hospital Avenue, Nedlands (13 August onwards)			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The Postdoctoral Research Fellow – Computational Biology will join the Genetics and Rare Disease program lead by Timo Lassmann with a major focus on employing statistical machine learning approaches to leverage information from large public data sets, including the human cell atlas, in the interpretation and analysis of patient's exome, genome and transcriptome data.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Research activity</b>	70	<ul style="list-style-type: none"> <li>• Plan and undertake research projects in collaboration with supervisor</li> <li>• Provide expertise in the design and analysis of next generation sequencing experiments</li> <li>• Analysis of large omics datasets</li> <li>• Contribute to- and lead preparation of manuscripts</li> <li>• Contribute to- and lead preparation of grant applications</li> <li>• Present data at seminars and conferences</li> <li>• Collaborate with teams including the Perth single cell genomics consortia</li> <li>• Seek independent funding for research program.</li> <li>• Attendance and participation at research seminars and meetings</li> <li>• Other duties as directed by supervisor and other team members</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis results</li> <li>• Collaborative attitude</li> <li>• Gain of new knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from leader and team members</li> <li>• Participation in research discussions</li> <li>• Publication of first author manuscripts</li> </ul>
<b>Administration</b>	10	<ul style="list-style-type: none"> <li>• Conducting syntheses of literature, writing and/or assisting with the editing of publications, grants, ethics applications, reports or other materials</li> <li>• Generate and maintain standard operating procedures</li> <li>• Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence</li> <li>• Active participation in working groups and committees</li> <li>• Other administrative activities as requested by line manager</li> </ul>	<p>Clear and concise communication</p> <ul style="list-style-type: none"> <li>• Up to date knowledge of procedures</li> <li>• Correspondence requests completed within a few days</li> <li>• Requests completed within a timely manner</li> </ul>	

<b>Teaching, Training and Engagement</b>	10	<ul style="list-style-type: none"> <li>Propose research projects for students</li> <li>Supervise and mentor staff and students (higher degree and honours)</li> <li>Contributes to, coordinates or attends consumer/community participation groups and forums</li> <li>Participates in Institute public events (including fundraising, donor, research presentations etc.</li> <li>Communicates research program and findings in Institute forums (e.g. seminars)</li> </ul>	<ul style="list-style-type: none"> <li>Provide mentorship and training</li> <li>Ensure the learning and development of staff/students</li> <li>Engage with fundraisers/donors and general public about our research</li> </ul>	<ul style="list-style-type: none"> <li>Quality of performance of team members</li> <li>Feedback from team members</li> <li>Attendance and participation at fundraising functions</li> </ul>
<b>Team membership</b>	10	<ul style="list-style-type: none"> <li>Organise and participate in team meetings</li> <li>Working cohesively and collaboratively with others - both internal (direct team members) and external</li> <li>Provide regular performance feedback to line manager</li> </ul>	<ul style="list-style-type: none"> <li>Effective teamwork</li> <li>Foster a positive and productive environment</li> <li>Provide mentorship and training</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from team members and collaborators</li> <li>Harmonious and motivated work environment</li> <li>Active participation in the GPS evaluation process</li> </ul>

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:**

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>PhD in Molecular Biology, Bioinformatics, Statistics or related discipline and proven experience in the field.</li> </ul>
--	--

<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Experience in bioinformatics / computational biology</li> <li>• Demonstrated high-level written and oral communication skills</li> <li>• Demonstrated ability to set goals, develop priorities and meet deadlines</li> <li>• Demonstrated knowledge of research methodologies</li> <li>• Experience in scientific paper preparation</li> <li>• Confidence to work independently</li> <li>• Ability to manage multiple priorities and a demanding schedule</li> <li>• Good interpersonal and communication (both written and verbal) skills</li> <li>• Excellent planning and organizational skills</li> <li>• Excellent attention to detail</li> </ul>		
<b>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</b>			
<p><b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> <li>• <i>Experience in a relevant subject area (e.g. Cancer, Genomics, Transcriptomics, Computational Biology, Bioinformatics, Computer Science, Statistics) and some background in programming and command line UNIX/ Linux</i></li> </ul>		
<p><b>Skills, Knowledge &amp; Experience:</b></p>	<ul style="list-style-type: none"> <li>• Experience in the analysis of next generation sequencing data</li> </ul>		
<b>SCOPE:</b>			
<p><b>Financial accountability:</b> Does this role have accountability for a budget?</p>			
<ul style="list-style-type: none"> <li>• yes</li> </ul>			
<p><b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>		<p>No. of indirect reports</p>	

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

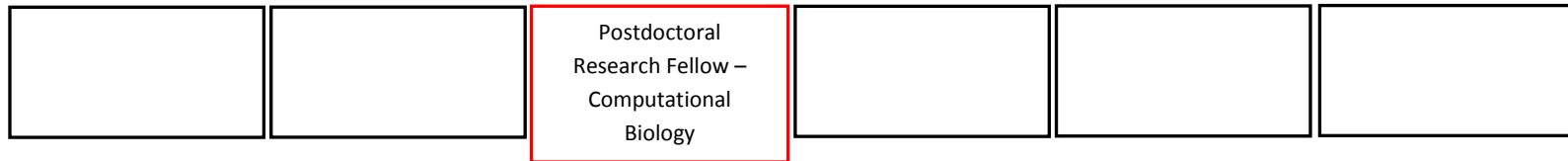
Next level of supervision

Research Focus  
Area Head –  
Chronic and Severe  
Diseases

Immediate level of supervision

Head of  
Computational  
Biology

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?