



Position Description

NAME:

JOB TITLE: Research Officer/Research Assistant

DEPARTMENT: Cancer and Stem Cell Biology Group

DIVISION: Blood Cancer

REPORTS TO (TITLE): Dr. Jenny Wang

LAST DATE REVIEWED: 16 August 2018

JOB SUMMARY

The individual will contribute to the understanding of molecular regulation of leukemic stem cell development using techniques in cell-based assays, molecular biology, gene editing, next-generation sequencing, RNA/protein-protein interactions, immunofluorescence and animal models of cancer, and will apply these techniques to both new and existing research projects for the development of effective targeted cancer therapies.

PRIMARY TASKS / RESPONSIBILITIES

- Design and conduct research independently and also as a member of a team
- Achieve an outstanding level of competence in all aspects of experimental work
- Participation in weekend and public holiday work where it is required
- Assist with planning and coordination of research efforts
- Contribute to research funding submissions
- Present research data at conferences, seminars and lab meetings
- Trains, supervises and guides junior employees & students on a day to day basis
- Comply with regulatory guidelines (including OGTR and ethics) and Institute policies

For RO position

- Produce and contribute to high quality publications
- Apply for human and animal ethics approvals/modifications for research projects
- Obtain approvals/modifications to work with GMOs

For RA position

- Produce reproducible data for publications
- Manage and maintain experimental animals, including injection and monitoring their status as required by ethics approvals
- Contribute ~30% of lab time to the animal handling, monitoring and tissue collection
- Manage laboratory orders and inventories

MINIMUM REQUIREMENTS

Qualifications

- Doctorate or Honours in a relevant scientific or medical field

Experience and requirements

- 1-5 years' research experience
- A track record of publications (for RO position)
- Demonstrated ability to design and conduct experiments independently or with minimal supervision
- Demonstrated ability to generate reproducible, high quality research results
- Demonstrated ability to develop new techniques and use the latest technology in research projects
- Demonstrated commitment to conducting experiments involving animals & GMO's under strict ethical and regulatory guidelines
- Demonstrated commitment to OGTR and other regulatory requirements
- Exhibits a high degree of professionalism and respect for others

KEY SKILLS

- Excellent attention to detail
- Flexible attitude to work
- Demonstrated initiative
- Ability to meet deadlines
- Ability to learn new techniques
- Excellent problem-solving skills
- Lab management skills
- Highly developed interpersonal skills

EXPECTED OUTPUTS

- Generate reproducible, high quality research results
- Production of, or contribution to high quality publications
- Assist with the training and supervision of junior employees, higher degree and honours students

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages



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SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times

OUR VALUES

A is for **Accountability** and **Integrity**

C is for **Camaraderie, teamwork** and **Sharing**

E is for **Excellence** and **Success**

S is for **Satisfaction. The result of living our values everyday**

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Dr Jenny Wang

Departmental Structure: See Organisation Chart

Note: Reporting structure may change subject to management decisions and business requirements.



Position Description

APPROVED BY

All parties below need to approve by signature and date.

Dr Jenny Wang

Group Leader

Date: 20 August 2018

Name

Research Officer/Research
Assistant

Date: _ _ _ _ _

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.