



Position Description

NAME:	Incumbent
JOB TITLE:	Research Assistant
DEPARTMENT:	Functional Genomics of Leukaemia
REPORTS TO (TITLE):	Team Leader
LAST DATE REVIEWED:	December 2019

JOB SUMMARY

To support the newly formed “Functional Genomics of Leukaemia” group within the Blood Cancers Theme as part of a funded project that will use long read sequencing to characterise the alternatively spliced transcriptome downstream of mutant JAK3 signalling in T-cell acute lymphoblastic leukaemia.

PRIMARY TASKS / RESPONSIBILITIES

In this role, you will be undertaking routine molecular biology experiments including but not limited to:

- Cell culture, cloning, virus production, real-time quantitative PCR, Western blotting, preparing sequencing libraries.
- Responsible for establishing and maintaining in vivo xenograft mouse models of high-risk acute leukaemia and additional transgenic mouse models.
- Additional responsibilities include collating, organising and presenting experimental results when necessary, carrying out other laboratory assays as required, and participation in the day-to-day running of the laboratory in cooperation with other researchers.
- Although experience in any/all of these techniques are desirable, additional training will be provided where required.

MINIMUM REQUIREMENTS

Qualifications

- Minimum Bachelor’s Degree with Honours (or equivalent) in Science or related area

Experience and requirements

- Competent computer skills
- Demonstrated ability to plan and conduct experiments
- Experience in molecular biology and cell culture techniques
- Willingness to learn new laboratory techniques
- Experience with in vivo mouse models is desirable but not essential as training will be provided



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KEY SKILLS

- Scientific Degree with Honours or equivalent degree in related area
- Solid knowledge and experience working within a laboratory environment
- Experience in molecular biology and cell culture is essential
- Experience with mouse models of cancer highly desirable
- Willingness to learn new laboratory techniques
- Ability to interpret and communicate results to the supervisor and research group
- Ability to work independently and or as a member of a team
- Excellent organisational and time management skills
- Interest in the field of Cancer Research

EXPECTED OUTPUTS

- Generate reproducible, high quality research results and ability to organise all raw data for subsequent publication
- Within the first 2 years of service, contribute to an average of 1 - 2 high impact manuscripts and receive co-authorship or acknowledgement as per the Australian Code for the Responsible Conduct of Research (2007)
- Option to present data at internal research meetings and relevant local or national conferences

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

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**



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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: Team Leader

Departmental Structure: See Organisation Chart

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