



# Position Description

<b>NAME:</b>	<b>TBC</b>
<b>JOB TITLE:</b>	<b>Research Officer</b>
<b>DEPARTMENT:</b>	<b>Experimental Therapeutics ET2</b>
<b>DIVISION:</b>	<b>Experimental Therapeutics</b>
<b>REPORTS TO (TITLE):</b>	<b>Senior Scientist</b>
<b>LAST DATE REVIEWED:</b>	<b>20 December 2018</b>

## JOB SUMMARY

The individual will use and develop highly clinically relevant pre-clinical animal models to advance potential new treatments for leukaemia towards their clinical application. They will work as part of a team with the overall goal of investigating and developing more effective treatments for children with leukaemia. A key aspect of the role is developing improved models for studying MLL-rearranged leukaemia *in vitro* and *in vivo* and applying these to study the activity of new inhibitory compounds.

## PRIMARY TASKS / RESPONSIBILITIES

- Develop and utilise leukaemia xenograft models for testing responses to therapy
- Develop new approaches for improved therapy for infant leukaemia
- Conduct laboratory research to characterise the mechanism of action of novel inhibitors of infant leukaemia
- Investigate and develop experimental models to study immune environment and cancer stem cell populations in the context of leukaemia therapy
- Contribute to other research activities of the team, as appropriate
- Conduct research either as a member of a team or independently as required
- Liaise with a cross-disciplinary partners including clinicians, tumour bank co-ordinators, pre-clinical testing cores and drug discovery partners
- Achieve an outstanding level of competence in all aspects of experimental work
- Assist with planning and coordination of research efforts
- Analyse and collate experimental results to a high level of excellence suitable for high quality reports, presentations or publications
- Produce and contribute to high quality publications
- Contribute to research funding submissions
- Present research data at conferences and seminars
- Train, supervise and guide junior employees & students on a day to day basis
- Get involved in professional activities, including journal club and Institute seminars
- Get involved in CCIA activities
- Comply with regulatory guidelines (including OGTR and ethics) and Institute policies
- Work in accordance with the Institute's values



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## MINIMUM REQUIREMENTS

### Qualifications

- Doctorate in a relevant scientific or medical field

### Experience and requirements

- 0-5 years of post-doctoral research experience
- Demonstrated ability to design and conduct experiments independently as well as in a team environment
- A track record of publications
- Advanced computer skills
- Demonstrated commitment to conducting experiments involving humans, animals & GMOs under strict ethical and regulatory guidelines
- Demonstrated commitment to OGTR and other regulatory requirements
- Exhibits a high degree of professionalism and respect for others
- An interest in developing techniques and using the latest technology in research projects

## KEY SKILLS

- Advanced technical skills in cancer cell biology and molecular biology
- Expertise in animal handling and monitoring, particularly animal models of cancer
- Expertise in patient-derived xenograft models
- Prior experience in animal models of leukemia
- Prior experience with testing the efficacy of novel compounds in animal models of leukemia
- Advanced analytical skills
- Highly developed interpersonal skills
- Excellent listening, verbal and written communication skills
- Excellent attention to detail
- Demonstrated initiative
- Flexible attitude to work
- Management skills
- Problem solving skills
- Punctuality, reliability and ability to meet deadlines
- Ability to work collaboratively with other team members and to be pro-active in supporting them

## EXPECTED OUTPUTS

- Generate reproducible, high quality research results
- Production of, or contribution to 2 high quality publications annually over a 3 year period of which 1 should be as lead author; alternatively generate 3 publications as contributing author
- Assist with the training and supervision of a higher degree or undergraduate student
- Present data at internal research meetings and at relevant conferences
- Contribute to meeting the mission statement of CCI

### Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing



# Position Description

- 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. 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)



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- 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: Michelle Henderson

Departmental Structure: See Organisation Chart

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

## APPROVED BY

All parties below need to approve by signature and date.

\_\_\_\_\_

Dr Michelle Henderson  
Senior Scientist & Project Leader  
Experimental Therapeutics 2

Date: 30 December 2018

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Name  
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.