



Position Description

JOB TITLE:	Research Assistant
DEPARTMENT:	Leukaemia Biology
DIVISION:	Research
REPORTS TO (TITLE):	Head, Leukaemia Biology
LAST DATE REVIEWED:	September 2021

JOB SUMMARY

The Leukaemia Biology Program at Children's Cancer Institute undertakes highly translational research focused on the development of novel therapeutics for the treatment of high-risk and drug-resistant acute leukaemia in children. We are now seeking to appoint motivated and energetic Research Assistants to work in our state-of-the-art laboratories in Randwick, NSW.

Applicants with experience in mouse models of cancer, cell/tissue culture, and molecular biology techniques are encouraged to apply. Additional training in molecular biology techniques such as immunoprecipitation, cloning, sequencing, and gene modification etc. will be provided, as will training in mouse-related techniques. The successful candidate will assist experienced scientists in the group to carry out preclinical drug testing to prioritise new drugs for clinical trials in children with cancer, and molecular biology studies to interrogate mechanisms of drug resistance in paediatric acute lymphoblastic leukaemia cells using an *in vivo* xenograft model. This individual needs to be enthusiastic, flexible, be able to multitask, keen to learn and develop all aspects of the role and play an integral part in the research team.

PRIMARY TASKS / RESPONSIBILITIES

- Carrying out preclinical drug testing using an *in vivo* mouse model of leukaemia
- Performing cell culture, cell proliferation and cytotoxicity assays
- Carrying out Western blotting, RT-PCR and other molecular biology studies
- Aiding other group members
- Laboratory maintenance
- Participating in group discussions
- Collating, organising and presenting experimental results
- Maintaining close communication with collaborators

MINIMUM REQUIREMENTS

Qualifications

- Scientific Degree with Honours or equivalent degree in related area

Experience and requirements



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- Experience in molecular biology and cell culture is essential
- Demonstrated ability to plan and conduct experiments
- Exhibits a high degree of professionalism and respect for others

KEY SKILLS

- Solid knowledge and experience working within a laboratory environment
- 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
- Contribute to an average of 1 - 2 high impact manuscripts annually
- 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**. **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



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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: Head, Leukaemia Biology

Departmental Structure: See Organisation Chart

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

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.