



# Position Description

<b>JOB TITLE:</b>	<b>Research Assistant and Officer</b>
<b>DIVISION:</b>	<b>Research</b>
<b>REPORTS TO (TITLE):</b>	<b>Research Fellow</b>
<b>LAST DATE REVIEWED:</b>	<b>February 2021</b>

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## JOB SUMMARY

We currently have an opportunity for a Research Assistant and a Research Officer to join our team on a Full-time fixed term basis. This Research Assistant and Research Officer will work closely with Research Fellow, Dr Angelica Merlot (amerlot@ccia.org.au), to dissect the role of the endoplasmic reticulum in cancer progression and metastasis in the tumour microenvironment. Dr Merlot is a Scientia, NHMRC and CINSW Research Fellow who leads the Cancer Targets and Therapeutics Team within the Tumour Biology and Targeting Program, Headed by Prof Maria Kavallaris. The goal of the project will be to assess key endoplasmic reticulum pathways and chaperones to decipher how they modulate cancer progression and metastasis. Endoplasmic reticulum signals between cancer and cancer-associated cells will also be elucidated. The research assistant and officer may also work on other team projects including the development of nanoparticles, the assessment of stem cells, *etc.* Experience in cancer *in vitro* and orthotopic xenograft mouse models as outlined below is highly desired. Staff will work closely with current students and may be asked to help with student supervision.

## PRIMARY TASKS / RESPONSIBILITIES

- Supports the design of research work being undertaken in the work area.
  - Assists with the design, development and documentation of suitable research protocols.
  - Ensures that research protocols are adhered to, and report any adjustments that might be necessary.
- Conducts data analysis, prepares reporting and presentations
  - Collects research data, enters/stores in appropriate statistical software, and prepares statistical analysis/reports as required.
  - Regularly sorts and organises files, maintains all necessary records/documentation in a timely and concise manner.
- Undertakes specific research activity
  - Undertakes research and analysis on specific defined issues and areas of focus, under the direct/broad guidance of the Chief Investigator.
  - Monitors and reports progress and key findings to the Chief Investigator outcomes of experimental work.
- Uses standard molecular biology analysis protocols to assess the effectiveness of treatments in cell culture and models of disease processes.
- Performs animal studies and care including the maintenance of animal models and administration of treatment agents.
- Oversees operations of the research laboratory, providing technical support for the Chief Investigator and support and supervision for the students or visiting scientists/research fellows of the Chief Investigator.
- Coordinates the development and submission of research publications for the work area.



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- Gathers and consolidates data/information for inclusion in publications and presentations.
- Oversees the preparation of documentation for publications and presentations including producing graphs and tables.
- Ensures that ethics guidelines, standards and WHS requirements are met in the work area.
  - Undertakes appropriate research procedures in accordance with relevant ethics protocols.
  - Ensures workplace health and safety regulations and operating procedures are adhered to within the research work environment.
- Undertakes ad-hoc projects and other activities.

## ESSENTIAL REQUIREMENTS/SELECTION CRITERIA

### Qualifications

- Tertiary qualifications in medical science, science or medicine with relevant experience in the cancer field.
- Research Officer position requires the completion of a PhD and ideally extensive specialist experience in the field of cancer.

### Experience and requirements

- Conduct research as an independent team member
- Design research experiments
- Operate advanced laboratory and technical equipment safely and effectively
- Make constructive scientific and technical suggestions
- Supervise research staff and students
- Assist with planning and coordinating the research effort of the Program
- Ensure compliance of Program's research with human ethics and OGTR requirements
- Keep abreast of the latest research techniques in the field of study
- Produce publications and seminar papers from the research
- Record experimental details and data results in laboratory notebook
- Present data both within and outside the Institute when required

## KEY SKILLS

- Demonstrated skills in cell culture, microscopy and molecular biology
- Demonstrated technical skills in animal handling and tumour xenografting
- Experience in cancer biology
- Track record of publications and presentations
- Strong organisation skills, ability to implement new protocols and problem solving
- Experience in data analysis and preparing papers for publication
- Excellent interpersonal, verbal and written communication skills with sound negotiating and conflict resolution skills
- Ability to conduct experiments both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work.
- Strong problem-solving skills and the ability to use initiative and exercise sound judgement and ability to prioritise workload during busy periods
- Advanced skills, data analysis, using statistical analysis tools, and reporting on research findings.
- Will be required to work with and handle animals
- Experience with stromal or immune cancer-associated cells highly desirable



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- An interest in developing techniques using the latest technology and advancing their scientific career

## 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 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



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- 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: Research Fellow

Departmental Structure: See Organisation Chart

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