



Position Description

NAME:	Incumbent
JOB TITLE:	Research Assistant
DEPARTMENT:	Research
DIVISION:	Tumour Biology and Targeting Program
REPORTS TO (TITLE):	Program Head & Head of Research Engagement
LAST DATE REVIEWED:	October 2020

JOB SUMMARY

The Research Assistant will work on the preclinical testing of more effective and safer treatments for paediatric and adult cancer. The ideal candidate is expected to have extensive experience in cell and molecular biology, drug testing in cells and animal models, and protein analysis. Experience with primary cell culture, cancer patient-derived samples and animal models of cancer will be preferred. They will be required to contribute to data analysis, publications and presentations. The Research Assistant will also contribute to routine laboratory management including orders and compliance.

PRIMARY TASKS / RESPONSIBILITIES

- To design and conduct experiments as a member of a team or independently
- Conduct *in vitro* testing of novel compounds in cell cultures of solid tumours and blood cancer
- Perform *in vivo* preclinical testing of anticancer compounds in animal models of cancer
- Culture adherent cancer cells and suspension cultures of blood cancer
- Work with primary cell isolates and cancer patient-derived samples
- Assist with optimising and planning of scientific procedures
- Assist with research of other members in the group
- Contribute to preparing data for research funding submissions and publications
- Work with collaborators on interdisciplinary experiments
- Training of staff and students in laboratory techniques
- Manage laboratory orders and inventory
- Maintain accurate labelling, records and inventories of experimental samples
- Get involved in professional and CCI activities
- Assist in the preparation of human and animal ethics approvals
- Comply with regulatory guidelines (including OGTR) and Institute policies

MINIMUM REQUIREMENTS

Qualifications

- BSc with Honours in a relevant scientific or biomedical field
- Relevant laboratory experience and knowledge



Position Description

KEY SKILLS

- Advanced molecular and cell biology skills
- Demonstrated experience in cell culture – monolayers, suspension cultures
- Experience in culture of primary cells
- Experience in mouse models of cancer
- Experience in key areas of pre-clinical research including the study of drug interactions and their biological effects in cells
- Experience with live-cell imaging and image analysis skills
- Experienced in flow cytometry analysis
- Problem solving skills
- Demonstrated ability to plan and conduct experiments
- Strong interpersonal, verbal and written communication skills
- Demonstrated initiative and commitment
- Excellent attention to detail and ability to meet deadlines
- Flexible attitude to work
- Ability to work independently and also in a team environment

EXPECTED OUTPUTS

- Meet project milestones in terms of results and written records
- Generate reproducible, high quality research results

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**



Position Description

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: **Program Head & Head of Research Engagement**

Departmental Structure: See Organisation Chart

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