



Position Description

JOB TITLE:	Research Officer
DEPARTMENT:	Embryonal Cancer Therapy and Prevention
REPORTS TO (TITLE):	Principal Scientist and Head of Team
LAST DATE REVIEWED:	March 2021

JOB SUMMARY

This Research Officer will perform research to understand the molecular mechanisms behind the initiation and progression of childhood cancer, and to use this information to develop more effective treatments and prevention strategies. The Research Officer will focus on using single cell profiling to decipher mechanisms of tumorigenesis in childhood cancer and using genomics and molecule biology techniques to investigate critical genes and pathways that drive childhood cancer.

PRIMARY TASKS / RESPONSIBILITIES

- Conduct research as a member of a team and supervised by Principal Scientist and Head of Team
- Achieve an outstanding level of competence in all aspects of experimental work
- Assist with planning and coordination of research efforts
- Produce, or contribute to high quality publications
- Writing grant applications and obtaining research funding
- Present research data at conferences and seminars
- Trains, supervises and guides students on a day to day basis
- Get involved in professional activities
- Get involved in CCI activities
- Comply with regulatory guidelines (including OGTR and ethics) and Institute policies

MINIMUM REQUIREMENTS

Qualifications

- PhD or PhD equivalent in a relevant scientific medical field

Experience and requirements

- 2-3 years' research experience
- Has experience in molecular and cellular biology
- Has experience in single cell profiling
- Has experience working with animal models
- Bioinformatics skills will be advantageous
- Demonstrated ability to design and conduct experiments independently as well as in a team environment

- Advanced computer skills
- Demonstrated commitment to conducting experiments involving humans, animals & GMO's 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

- Highly developed interpersonal skills
- Excellent listening, verbal and written communication skills
- Excellent attention to detail
- Demonstrated initiative
- Flexible attitude to work
- Problem solving skills
- Advanced technical skills
- Advanced analytical skills

EXPECTED OUTPUTS

- Generate reproducible, high quality research results
- Contribution to 1-2 high quality publications annually as a lead author
- Contribution to obtain research funding through grant applications
- Supervision of a PhD and honours students

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

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: Principal Scientist and Head of Team

Departmental Structure: See Organisation Chart

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