



Position Description

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| JOB TITLE: | Research Assistant |
| DEPARTMENT: | Zero Childhood Cancer, ACRF Liquid Biopsy Program |
| THEME | Personalised Medicine |
| REPORTS TO (TITLE): | ACRF Child Cancer Liquid Biopsy Technology and Operations Manager |
| LAST DATE REVIEWED: | July 2021 |

JOB SUMMARY

The Research Assistant is responsible for the day-to-day operations of the ACRF Child Cancer Liquid Biopsy Program (ACRF CCLBP). In addition to supporting all molecular components of the program, major responsibilities include optimising, processing and running experimental protocols on patient samples, equipment maintenance, and the day-to-day operation of the facility. The incumbent will ensure that samples are processed within defined time frames and to predetermined quality standards. They will also ensure that the technology and methodologies underpinning the program are performing to the highest standards and are providing the best outcome for patients. This role will work collaboratively with key designated contacts within Zero Childhood Cancer Program, Children's Cancer Institute and Kids Cancer Centre, and in collaborating medical research institutes and paediatric oncology centres across Australia to deliver high return on both economic and research investment.

The role will suit a highly skilled research assistant with a friendly and outgoing personality who can work with people openly across all components of an organisation. Critical to the role is a clinically orientated and organised approach with an eye for detail and experience in working across multiple priorities simultaneously.



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PRIMARY TASKS / RESPONSIBILITIES

- Ability to work as part of a collaborative environment
- Run experimental protocols to support the research objectives of the program. Assist with routine operational processes including setup of molecular assays, extractions of nucleic acids, next generation library preparations and sequencing, single cell transcriptome analyses.
- Working in a PC2 clean environment and pre-amplification spaces.
- Assist with the implementation of liquid handling automation systems for process improvement

Laboratory Operations and Delivery of High-Quality Data

- Ability to work with clinical samples to deliver timely and accurate data
- Track and meticulously record all aspects of laboratory operations whilst ensuring patient confidentiality
- Integrity is key to ensure honest and transparent interactions within the team

Development and Process Improvement

- Supporting new and exciting clinically relevant research
- Maintain a level of expertise through continued personal development and continuing education
- Involvement in the testing and implementation of novel protocols related to minimally invasive liquid biopsy assays for paediatric cancers

MINIMUM REQUIREMENTS

Qualifications

- Bachelor's degree in bio/medical Science or related life science field

Experience and requirements

- Clinical or research molecular biology experience, with a strong scientific background in molecular mechanism is highly desirable
- Experience with laboratory information management and quality systems desirable (LIMS, QMS)
- Demonstrated ability to learn new scientific concepts, understand and prepare scientific related documentation
- Demonstrated strong computer literacy, and proficiency using a range of software packages
- Strong professional writing and verbal communication skills

Key Skills

- Ability to multitask and prioritise activities according to program objectives
- Strong analytical and problem-solving skills with attention to detail
- A collaborative team player with energy and enthusiasm
- A strong ability to work in and contribute to a healthy team environment



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- Excellent interpersonal, verbal, and written communication skills, with proven ability to communicate effectively with internal and external stakeholders

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistleblowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed but are available on the Staff HR Information Portal (Intranet)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 HRIS system (ConnX)
- Ability to work outside of standard business hours – in line with social distancing requirements and clinical sample flows.

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



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- 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:

ACRF Child Cancer Liquid Biopsy Operations and Technology Manager