Position Description

NAME:	**Incumbent**
JOB TITLE:	**Research Assistant**
DEPARTMENT:	**Targeted Therapies**
REPORTS TO (TITLE):	**Group Leader, Research – Targeted Therapies and the Senior Research Officer**
LAST DATE REVIEWED:	**December 2019**

JOB SUMMARY

The Research Assistant will take particular responsibility for the development, expansion and validation of in vitro cultures and patient-derived xenografts (PDXs), which will support the advancement of the in vitro drug screening and in vivo pipelines in the program and deliver real time results using primary patient samples. This position requires excellent teamwork and communication skills, adaptability, meticulous attention to detail, and close adherence to deadlines so that test results can be provided in a timely manner.

PRIMARY TASKS / RESPONSIBILITIES

- To develop and maintain primary cultures from personalised medicine patient samples
- Assist in the validation of cell cultures and preparation of cells for in vitro drug screening
- Assist in the research and development of novel primary cell culture techniques
- To establish and maintain patient derived xenograft models
- To design and conduct experiments as part of a team to test the efficacy of novel drugs against patient derived xenograft models of leukaemias and solid tumours including neuroblastomas, sarcomas, and CNS tumours.
- Maintain accurate labelling of samples and accurate records of patient sample usage, inventories and research records in the laboratory information management system
- Collating, organising and presenting experimental results, carrying out other laboratory assays as required, and participation in the day-to-day running of the laboratory in cooperation with other researchers.
- Assist Research Officers in the research and optimisation of novel laboratory techniques where required throughout the program
- Compliance with WHS requirements for handling of human samples and according to Institute policies
- Compliance with privacy legislation, ethics guidelines and the legal requirements for research involving human material
- Compliance with relevant legislation and Australian standards
- Any other tasks required by the Personalised Medicine Leader or delegated senior team member

MINIMUM REQUIREMENTS

Qualifications

- Minimum BSC in a relevant scientific or medical field

Experience and requirements

- 2+ years relevant laboratory experience highly desirable
- Experience with cancer cell biology highly desirable
- Experience with primary in vitro cell cultures highly desirable
- Experience with general procedures involving establishment of xenograft models and *in vivo* experiments (handling, monitoring and treatments) highly desirable
- Experience with PC2 and WHS standards and behaviour highly desirable
- Demonstrated ability to design and conduct experiments independently as well as in a team environment
- Experience with correct manual handling techniques
- Exhibits a high degree of professionalism and respect for others
- Advanced computer skills
- Commitment to conducting experiments involving humans, animals & GMOs under strict ethical and regulatory guidelines

KEY SKILLS

- Demonstrated initiative
- High level technical skills
- Highly developed interpersonal skills
- Excellent listening, verbal, and written communication skills
- Analytical skills
- Ability to quickly respond to situations as they arise
- Excellent attention to detail
- Flexible attitude to work and ability to work to deadlines
- Ability to maintain confidential information
- Organisational skills
- Ability to work independently and as part of a team as necessary

EXPECTED OUTPUTS

- Generate reproducible, high quality research results
- Maintenance of primary patient stocks and records
- High quality accurately labelled processed patient samples, ready in time for accurate storage of samples and the associated data
- Develop and maintain xenograft models of haematological and solid tumours for drug efficacy testing
- Develop and maintain novel primary cell culture techniques for haematological and solid tumours to provide good quality viable cell cultures to the Drug Discovery Centre Personalised medicine team for in vitro drug screening.

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**

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: Group Leader, Research – Targeted Therapies and the Senior Research Officer

Departmental Structure: See Organisation Chart

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