

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	<b>RESEARCH ASSISTANT LEUKAEMIA RESEARCH</b>		
<b>Division:</b>	Telethon Kids Cancer Centre	<b>Department:</b>	Leukaemia Research	
<b>Position reports to:</b> (role)	Laurence Cheung			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
The purpose of this role is to conduct research for understanding the bone marrow microenvironment during leukaemia development using mouse models. It is part of a collaborative laboratory environment.				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<p><b>Laboratory activity</b></p>	<p>75</p>	<ul style="list-style-type: none"> <li>• Assist in planning for research projects in collaboration with supervisor</li> <li>• Laboratory research, including but not limited to: <ul style="list-style-type: none"> <li>• Animal studies, eg. harvest tissues, deliver treatments, monitoring animal welfare</li> <li>• Histology, eg. tissue processing, sectioning (paraffin, frozen), staining, immunohistochemistry</li> <li>• In vitro cell culture, eg. cell lines, mouse or human primary cells</li> <li>• Molecular analyses, eg. DNA/RNA extraction &amp; QC (quantitation, visualisation), genotyping, sequence analysis, assay design, Q- PCR</li> <li>• Molecular and cellular biology, eg. Transfection, transductions, flow cytometry</li> </ul> </li> <li>• Knowledge of and adherence to national and institutional guidelines on laboratory safety, and patient confidentiality</li> <li>• Shared responsibility for the ordering and stocktake of lab consumables</li> <li>• Shared responsibility for the maintenance of laboratory or institutional equipment</li> <li>• Attendance and participation at research seminars and meetings</li> <li>• Other duties as directed by supervisor and other team members (eg. making solutions, overseeing students)</li> </ul>	<ul style="list-style-type: none"> <li>• Well planned and streamlined experimental work flow</li> <li>• Successful execution of experiments</li> <li>• Well preserved samples</li> <li>• Excellent procedural integrity</li> <li>• Safe, conscientious and functioning work environment</li> <li>• Collaborative attitude</li> <li>• Gain of new knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from leader and team members</li> <li>• Positive feedback from laboratory technician staff</li> <li>• Maintenance of sterile conditions in cell culture suite</li> <li>• Limited instances of safety breaches</li> <li>• Quality of experimental results</li> <li>• Equipment in good working order</li> <li>• Participation in research discussions</li> </ul>
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<b>Administration</b>	15	<ul style="list-style-type: none"> <li>• Maintenance of databases (including patient samples, animal colonies, cell lines, DNA/RNA/protein)</li> <li>• Generate and maintain standard operating procedures</li> <li>• Online lab book record keeping</li> <li>• Ordering supplies, liaising &amp; negotiating with suppliers</li> <li>• Conduct background research as required</li> <li>• Communication <ul style="list-style-type: none"> <li>• Oral presentations – formal and informal</li> <li>• Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence</li> </ul> </li> <li>• Assist with team members correspondence and related activities (e.g. obtaining equipment quotes, organising repairs etc)</li> <li>• Other administrative activities as requested by line manager</li> </ul>	<ul style="list-style-type: none"> <li>• Up to date databases &amp; laboratory experimental records (daily)</li> <li>• Supplies well stocked</li> <li>• Sound understanding of subject and methodology</li> <li>• Clear and concise communication</li> <li>• Correspondence requests completed within a few days.</li> <li>• Requests completed within a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• 95% accuracy in records</li> <li>• Experimental reproducibility &amp; integrity</li> <li>• No stock shortages</li> <li>• Positive feedback from leader</li> <li>• Positive feedback from team members and collaborators</li> </ul>
<b>Team membership</b>	10	<ul style="list-style-type: none"> <li>• Organise and participate in team meetings</li> <li>• Working cohesively and collaboratively with others - both internal (direct team members) and external (other TICHR/PMH staff and collaborators)</li> <li>• Provide regular performance feedback to line manager</li> </ul>	<ul style="list-style-type: none"> <li>• Effective teamwork</li> <li>• Foster a positive and productive environment</li> <li>• Provide mentorship and training</li> <li>• Contribute to the operation of the wider working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from team members and collaborators</li> <li>• Harmonious and motivated work environment</li> </ul>

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- A Bachelor's degree in field of biological or related sciences, with honours or Masters degree

**Skills, Knowledge & Experience:**

- Ability to work as part of a team
- Experience in animal research (substance administration, removal of mouse tissues, animal monitoring)
- Experience in cell biology (*in vitro* cell culture)
- Demonstrated knowledge of research methodologies
- Confidence to work independently
- Ability to manage multiple priorities and a demanding schedule
- Superior interpersonal and communication (both written and verbal) skills
- Excellent planning and organizational skills
- Excellent attention to detail
- Good computer literacy (Apple and PC, Microsoft Office)

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

**Skills, Knowledge & Experience:**

- Experience in cancer research, molecular biology or biotechnology
- Experience in mammalian gene delivery including transfections and transduction
- Establishment of mouse xenograft models
- Knowledge of histology, immunohistochemistry, flow cytometry, protein and RNA extraction
- Knowledge of Adobe Photoshop and Illustrator and Prism
- Sound understanding of PC2 working practices

## SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)? N/A

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

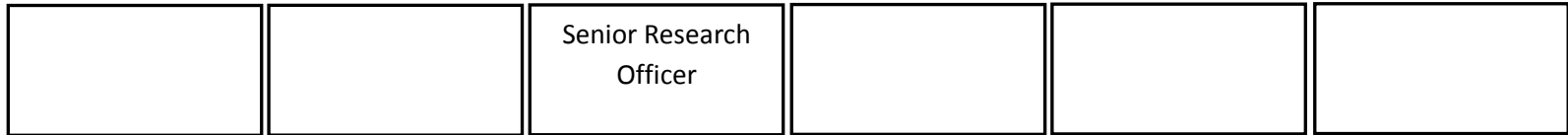
Next level of supervision

Head of Cancer Centre

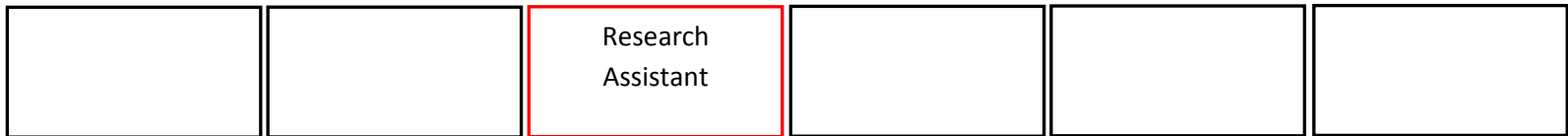
Immediate level of supervision

Team Leader

Other roles reporting to immediate supervisor



Direct reports (role x no.)



**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

This is a 12 month contract with the possibility of extension. The level of the appointment will depend on the skills and experience of the successful applicant.