

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: RESEARCH ASSISTANT CHRONIC DISEASES		
Division:	Chronic Diseases of Childhood	Department:	Airway Epithelial Research Group / AREST CF	
Position reports to: (role)	Dr Luke Garratt			
Location: <i>include all possible locations</i>	Harry Perkins Institute for Medical Research; 100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>Assist in processing primary patient samples and performing in vitro experiments for a new NHMRC project, investigating the recruitment and activity of neutrophils during the earliest stages of cystic fibrosis lung disease. This role is important in ensuring valuable samples are maximally utilised and experiments conducted to the highest standard. In addition, this role will involve conducting wet lab experiments and laboratory duties as required.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

Recruitment for research projects	30%	<ul style="list-style-type: none"> • Establish and maintain primary airway epithelial cells via a variety of culture techniques • Propagate airway epithelial cell lines • Establish air-liquid interface cultures for neutrophil migration • Process bronchoalveolar lavage and blood for flow cytometry and biobanking • Purification of white blood cell populations from whole blood for in vitro experiments 	<ul style="list-style-type: none"> • All techniques performed according to SOP and meet quality requirements 	<ul style="list-style-type: none"> • Number processed, database and samples are suitable for immediate use
Conduct experiments	50%	<ul style="list-style-type: none"> • Conduct routine experiments and analysis as instructed, including: stimulation of airway epithelial cells with pathogen or environmental conditions; neutrophil migration assays in response to variety of ex vivo and in vitro material; optimisation of new experimental designs to study mucosal immunology; development of miniaturised lung models. 	<ul style="list-style-type: none"> • Downstream analysis of experimental samples from primary airway epithelial cells and peripheral blood neutrophils, including flow cytometry, RNA Extraction, DNA Extraction, Protein Extraction, ELISA. 	<ul style="list-style-type: none"> • Quality of experimental results • Quality of experimental samples collected • Contribution to and authorship on manuscripts published
Facilitate international collaboration	10%	<ul style="list-style-type: none"> • Receive and send samples / data with primary collaborator at Emory University, Atlanta, USA 	<ul style="list-style-type: none"> • Efficient transfer of correct materials with no loss in quality 	<ul style="list-style-type: none"> • No interruption to collaborative work
Laboratory maintenance & administration	10%	<ul style="list-style-type: none"> • General laboratory maintenance duties, e.g. autoclaving, PC2 waste disposal, washing • Assist in maintenance of study databases and record keeping • Conduct background research when required 	<ul style="list-style-type: none"> • Completion of general lab duties when group is rostered • Study data is updated every 2 weeks 	<ul style="list-style-type: none"> • Documented up to date maintenance worksheets/ rosters for compliance • Regular review of study data
ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:				

<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Undergraduate degree in health, science or related field 		
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Basic laboratory skills ie aseptic technique, chemical handling, accurate pipetting • Understanding of PC2 regulations and work practices • Good Clinical Practice (GCP) training • Strong communication skills and ability to work in a large team • Project and time management skills • Flexibility for non-standard hours when necessary for experiments / conference calls • Current vaccinations to be able to work with human samples (Hep A/B), tetanus. 		
<p>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</p>			
<p>Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role</p>	<ul style="list-style-type: none"> • Bachelor of Science (Honours) 		
<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Prior experience in a research laboratory, ideally on cell biology • Immunology background / interest • Confidence to work independently on multiple tasks • Familiarity with article databases ie PubMed and citation software • Generating and analyzing flow cytometry data • Cell culture skills with experience in primary derived cells • Virology / microbiology knowledge particularly in respiratory setting • Certification in collecting blood 		
<p>SCOPE:</p>			
<p>Financial accountability: Does this role have accountability for a budget? No</p>			
<p>People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?</p>			
<p>No. of direct reports</p>	<p>0</p>	<p>No. of indirect reports</p>	<p>0</p>

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

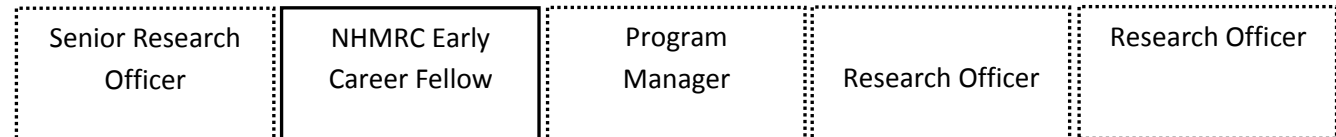
Next level of supervision

Program Head –
Respiratory
Health

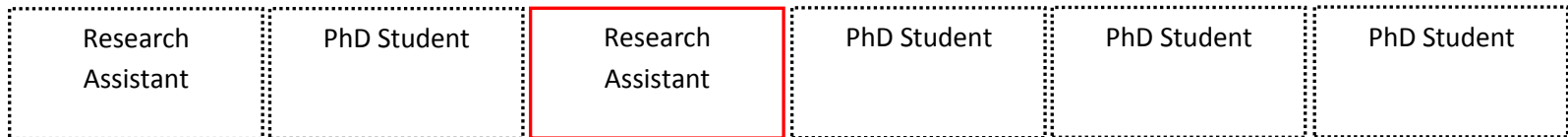
Immediate level of supervision

Head, Airway
Epithelial
Research

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?

- 1 year contract with opportunity for extension.
- Role up to 1.0 FTE. To be negotiated with the successful incumbent.