

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		
Division:	Cancer Centre	Department:	Cancer Immunology	
Position reports to: (role)	Scientific Head, Cancer Immunology Unit			
Location: include all possible locations	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>The purpose of this role is to develop a novel therapeutic peptide vaccine strategy to generate T cell immunity directed against mutated cancer antigens, which has the potential to have wide-ranging applications in the field of T-cell directed vaccination and personalized medicine. It will involve conducting trials of cancer neoantigen vaccination using mouse models in order to evaluate novel peptide vaccination protocols. It is part of a collaboration between the Telethon Kids Institute's Cancer Immunology group, the Drug Discovery Unit, and Phylogica.</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

Laboratory activity	75	<ul style="list-style-type: none"> • Assist in planning for research projects in collaboration with supervisor • Undertake laboratory work consistent with the requirements of Good Laboratory Practice • Knowledge of and adherence to national and institutional guidelines on laboratory safety and animal ethics • Assist with the preparation of publications and reports, and analysis of data using statistical and database computer packages • Studies with <i>in vivo</i> oncology models, including administration of substances to animals via multiple routes (ip, iv, sc, oral gavage) and harvesting biological materials from animals • Maintenance of <i>in vitro</i> cell lines • Conducting a variety of in vitro immunological assays; for example, the measurement of cell products and responses using flow cytometry • Studies involving confocal and luminescence-based <i>in vivo</i> imaging • Other duties as directed by supervisor and other team members (eg. making solutions, overseeing students) 	<ul style="list-style-type: none"> • Well planned and streamlined experimental work flow • Successful execution of experiments • Careful handling and monitoring of animals • Well preserved samples • Excellent procedural integrity • Safe and conscientious work environment • Collaborative attitude • Gain of new knowledge 	<ul style="list-style-type: none"> • Positive feedback from leader and team members • Positive feedback from Bioresources Centre staff • Limited adverse events regarding animals • Limited instances of safety breaches • Quality of experimental results
Administration	10	<ul style="list-style-type: none"> • Maintain current knowledge of scientific literature relating to the project and conduct background research as required • Maintenance of databases • Online lab book record keeping • Ordering supplies, liaising & negotiating with suppliers • Communication <ul style="list-style-type: none"> ○ Oral presentations – formal and informal ○ Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence • Other administrative activities as requested by line manager 	<ul style="list-style-type: none"> • Up to date databases & laboratory experimental records (daily) • Supplies well stocked • Sound understanding of subject and methodology • Clear and concise communication • Requests completed within a timely manner 	<ul style="list-style-type: none"> • 95% accuracy in records • Experimental reproducibility & integrity • No stock shortages • Positive feedback from leader • Positive feedback from team members and collaborators

Team membership	15	<ul style="list-style-type: none"> Working cohesively and collaboratively with others - both internal (direct team members) and external (other TKI staff and collaborators) Organise and participate in team meetings Provide regular performance feedback to line manager 	<ul style="list-style-type: none"> Effective teamwork Foster a positive and productive environment Provide mentorship and training Contribute to the operation of the wider working environment 	<ul style="list-style-type: none"> Positive feedback from team members and collaborators Harmonious and motivated work environment
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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> BSc (Hons) in Molecular Biology, Biochemistry, Microbiology or equivalent, or Master's degree.
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> Ability to work as part of a team Demonstrated experience in small rodent models, including drug administration and blood collection, as well as in vivo assay implementation and sample collection Demonstrated experience in mammalian tissue culture techniques 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	<ul style="list-style-type: none"> BSc (Hons) in Molecular Biology, Biochemistry, Microbiology or equivalent
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Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • Sound understanding of PC2 working practices • Breeding management, genotyping (PCR) and the generation of mouse models • Establishment of mouse tumor models • Experience in substance administration via multiple routes (ip, iv, sc) • Luminescence-based <i>in vivo</i> imaging (eg. Caliper IVIS Spectrum) • Understanding and experience with flow cytometry • Understanding and experience with molecular techniques • Removal of mouse tissues and their processing for further downstream analyses (eg. histology, protein and RNA extraction) • Knowledge of Adobe Photoshop and Illustrator, Prism and FilemakerPro
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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)?

No. of direct reports	0	No. of indirect reports	2
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ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Head of Team

Immediate level of supervision

Associate
Principal
Investigator

Other roles reporting to immediate supervisor

Senior Project
Leader

Postdoctoral
Fellow

Research
Assistant

Research
Assistant

Students

Direct reports
(role x no.)

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