

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input 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 BIOASSAY DEVELOPMENT/SCREENING</b>		
<b>Division:</b>	Drug Discovery	<b>Department:</b>	Drug Discovery	
<b>Position reports to: (role)</b>	Group Leader Bioassay			
<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>				
<p>The position will be responsible for conducting high quality research, performing and developing cell bioassays. They will use statistical and database computer packages in the analysis of data and present data to laboratory/company meetings. The Research Assistant will assist with planning research activities for the group, preparation of reports and publications. The person will perform laboratory work consistent with Good Laboratory Practices and be involved in general lab maintenance</p>				
<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>Research and Project Management</b></p>	<p>70%</p>	<ul style="list-style-type: none"> <li>• Tissue culture</li> <li>• A variety of <i>in vitro</i> immunological assays, such as measurement of cell products/responses using flow cytometry, ELISA, and proliferation assays</li> <li>• Conduct, analyse, and interpret research results</li> <li>• Establish new techniques as required, and, where appropriate, refine and optimise current lab protocols</li> <li>• Assist in planning research activities within timelines and in conjunction with supervisor</li> <li>• Independent day to day planning of research activities</li> <li>• Demonstrate good research and laboratory practice, with research outputs maintained to GLP /high quality publication standards (includes Lab Archives, Summaries, etc.)</li> <li>• Critically analyse and troubleshoot results; design appropriate experiments to advance work</li> <li>• Maintain current knowledge of technical and/or scientific literature relating to the project</li> <li>• Assist with preparation of publications and reports</li> <li>• Show flexibility in research focus and approach</li> </ul>	<ul style="list-style-type: none"> <li>• Cells are cultured and maintained</li> <li>• High quality data is obtained from appropriate experiments</li> <li>• Accurate and robustly-analysed results interpreted</li> <li>• Assays improved, optimised and/or developed</li> <li>• Outputs documented in appropriate places (e.g., LabArchives, PowerPoint summaries, server, etc)</li> <li>• Discussion and use of relevant technical and/or research literature</li> <li>• Actively involved in experiment planning independent day-to-day planning</li> </ul>	<ul style="list-style-type: none"> <li>• Data and analysis are of the highest quality</li> <li>• Interpretations and conclusions address study aims</li> <li>• Analysis informs troubleshooting and advances projects</li> <li>• Smooth and timely running of research</li> <li>• Deadlines are met</li> <li>• Meeting and reporting obligations</li> <li>• Implemented plans</li> <li>• Aware of relevant technical publications and research</li> <li>• Reports and publications produced</li> </ul>
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<b>Laboratory and Operational support</b>	20%	<ul style="list-style-type: none"> <li>• Present data and contribute as required in lab/company meetings, participating in peer review of research, etc.</li> <li>• Apply knowledge of ethical guidelines and adheres to research protocols and/or requirements (e.g. PC2 adherence)</li> <li>• Assume responsibility for general lab maintenance as required (e.g. ordering, waste runs, lab organisation, equipment needs)</li> <li>• Support Drug Discovery's GLP and OSH compliance and requirements, (e.g., by supplying information to relevant officers/representatives)</li> <li>• Assist in database record management and record keeping</li> <li>• Assist in preparing regulatory approvals as required</li> </ul> Attend meetings and subcommittees as required	<ul style="list-style-type: none"> <li>• Contributes to discussions/meetings</li> <li>• Takes on-board peer review</li> <li>• Guidelines understood and managed</li> <li>• Quality control management</li> <li>• Knowledge of inventory management</li> <li>• Involvement/knowledge of regulatory rules as required</li> </ul>	<ul style="list-style-type: none"> <li>• Smooth and timely running of projects</li> <li>• Abreast of regulatory and quality control guidelines</li> <li>• Relevance of standard operating procedures</li> <li>• Bioassay and DDU Laboratory and Operational support met</li> </ul>
<b>Laboratory and Team Membership</b>	10%	<ul style="list-style-type: none"> <li>▪ Assist other team members with projects as required</li> <li>▪ Participate in and maintain a harmonious research team</li> <li>▪ Co-ordinate with colleagues and collaborators as required</li> <li>▪ Attend professional development courses as required</li> </ul>	<ul style="list-style-type: none"> <li>• Share skills and assist in learning, development and growth of staff</li> <li>• Foster a positive and productive team environment</li> <li>• Dynamic relationship with other colleagues/groups</li> </ul>	<ul style="list-style-type: none"> <li>• Shows flexibility in sharing skills</li> <li>• Harmonious and motivated work environment</li> <li>• Feedback from team members and collaborators</li> </ul>

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- A BSc (Hons) in appropriate disciplines such as Molecular Biology, Biochemistry, Microbiology, or Immunology

**Skills, Knowledge & Experience:**

- At least 2 years post-degree experience in a research laboratory
- Demonstrated experience in the analysis of samples by FACS, ELISA, and proliferation assay techniques
- Demonstrated experience in mammalian tissue culture techniques
- Excellent written and oral communication skills
- Excellent computer skills
- Excellent analytical and organisational skills, and ability to maintain accurate research records
- Enthusiasm to work on commercially-orientated projects and willingness to work to stringent timelines
- Enthusiasm to work in a dynamic team environment
- Ability to work both independently and productively within a team

## DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Skills, Knowledge & Experience:**

- Experience involving a range of molecular biology techniques, such as DNA amplification and cloning, DNA and RNA purification, PCR and restriction analysis
- Experience in insect tissue culture
- Experience involving a range of immunological techniques, including *in vivo* assay implementation and sample collection
- Experience using robotics for liquid handling
- Experience in real-time PCR
- Experience in assay development and optimisation

## 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

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

Next level of supervision

Director of Scientific Operations

Immediate level of supervision

Group Leader Bioassay

Other roles reporting to immediate supervisor

	Senior Scientist	Research Assistant			
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Direct reports (role x no.)

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

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