

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input 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 PHYLOGICA		
Division:	Drug Discovery Unit	Department:	Drug Discovery Unit	
Position reports to: (role)	Group Leader			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco / North Entrance, Perth Children's Hospital 15 Hospital Avenue Nedlands			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
Responsible for conducting high quality research both independently and within a dynamic team. Have strong analytical and conceptualisation skills and be willing to work to stringent timelines. Also have excellent computer, written and oral skills				
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

<p>Research and Laboratory activities</p>	<p>75</p>	<ul style="list-style-type: none"> • Commitment to high quality science with experiments/analysis and presentations. Demonstrate understanding of the focus of research • Consistent delivery on project objectives within time constraints of commercial projects • Ability to independently design experiments and implement them 	<ul style="list-style-type: none"> • Conclusive outcome of experiments or clear analysis of reasons for experiment to fail • Result orientated work planning, meticulous attention to timing • Self-driven and meticulous work planning 	<ul style="list-style-type: none"> • Experiments are performed and analysed to highest scientific standard • Achievement of project milestones • Conclusive experimentation
<p>Processes and Systems</p>	<p>25</p>	<ul style="list-style-type: none"> • Establish and streamline operations within the group and team • Maintain electronic lab book and general documentation to GLP standards • Contribute and present at group meeting • Work cohesively and collaboratively with colleagues within the group and with other institute staff. Assist other team members when required 	<ul style="list-style-type: none"> • Complete documentation allowing ready access to samples and protocols • Meticulous documentation with ready access to experimental data • Knowledge of GLP regulations • Concise interpretation and summary of results • Good work atmosphere and smooth running of laboratory routine 	<ul style="list-style-type: none"> • Documentation up to date and samples maintained in databank • GLP standards maintained • Positive feedback on presentation from supervisor and colleagues • Good team morale and positive feedback from others

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Bachelor of Science Degree with Honours in Molecular Biology, Biochemistry, Microbiology, Immunology or similar Life Sciences discipline

Skills, Knowledge & Experience:

- At least 1 year of post degree experience in a research laboratory
- Experience in a range of molecular biology techniques such as DNA amplification (PCR) and cloning, DNA purification, restriction analysis and gel electrophoresis
- Experience in analysis of samples by ELISA and general assay development and optimization
- Experience in mammalian tissue culture techniques
- Excellent computer, written and oral communication skills
- Ability to work both independently and productively within a dynamic team environment
- Excellent analytical and organisational skills and ability to maintain accurate research records

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:

- Experience with flow cytometry and proliferation/viability assays
- Experience with lytic and/or filamentous bacteriophage
- Experience with recombinant protein expression
- Experience with peptide handling and analysis
- Experience using robotics for liquid handling and assay automation

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

No. of indirect reports

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

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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