



POSITION DESCRIPTION

Department of Infectious Diseases
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Research Support Officer

POSITION NO	0054682
CLASSIFICATION	UOM 5
SALARY	\$75,011 - \$86,158 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term position for 1 year
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Deborah Williamson Tel +61 3 8344 5470 Email deborah.williamson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Department of Infectious Diseases based at the Peter Doherty Institute for Infection and Immunity (the Doherty Institute) is seeking to appoint a Research Support Officer.

The Research Support Officer will provide technical assistance with general lab processes and research projects within the laboratory of Prof Deborah Williamson based at the Department of Infectious Diseases University of Melbourne at The Peter Doherty Institute for Infection and Immunity.

The incumbent will ideally have training in clinical microbiology and/or molecular biology that is inclusive of PCR, real-time PCR, DNA sequencing and Next Generation Sequencing (NGS) methodologies for pathogenic organisms. With support and guidance from other research and service staff, the incumbent will be expected to independently perform assigned laboratory and administrative tasks, contribute to the troubleshooting and validation of experimental approaches and the interpretation and reporting of results.

1. Key Responsibilities

- ▶ Under direction, plan and carry out appropriate laboratory and administrative processes for biobanking of clinical specimens and microbial isolates.
- ▶ Maintain accurate and detailed records including clinical sample databases.
- ▶ Analyse and prepare data for experimental reports and communicate data to the supervisor.
- ▶ Perform molecular assays, including but not limited to PCR and next generation sequencing for the detection of a range of bacterial and viral pathogens.
- ▶ Where appropriate, assist other researchers in carrying out experiments in order to work as a team and further the laboratory's research output.
- ▶ Assist with preparation and maintenance of ethics applications relevant to the collection, storage and use of clinical specimens and microbial cultures.
- ▶ Contribute towards research outputs including scholarly publications and reports
- ▶ Assist with administrative duties such as records of training, equipment maintenance, SOPs, risk assessments and inventories.
- ▶ Liaise with support staff to promote a co-operative work environment.
- ▶ Supervise and train students and other researchers if/when required.
- ▶ Other scientific duties as directed by the appointee's immediate supervisors consistent with the classification of this position.
- ▶ Occupational Health and Safety (OHS) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of an undergraduate degree in Microbiology, Biomedical Sciences or other relevant discipline; or an equivalent combination of relevant experience and/or education/training.

- ▶ Experience with collection and curation of clinical samples, including database management and laboratory handling of clinical samples and microbial cultures.
- ▶ Demonstrated ability to work as a member of a multi-disciplinary research team and interact in a courteous and effective manner with academic, administrative and support staff.
- ▶ Excellent administrative skills in a research laboratory, e.g. ordering of consumables and maintaining inventories; writing and updating laboratory SOPs.
- ▶ Able to keep detailed, accurate records of all work planned and completed, and be made available in a timely fashion for analysis and interpretation of the data obtained.
- ▶ Demonstrated ability to work on multiple projects concurrently and adapt to work on other tasks as required.
- ▶ Excellent time management and work ethic required for successful completion of detailed laboratory experiments.
- ▶ Ability to adhere to the principles of good laboratory practice.
- ▶ Proficient computer skills related to laboratory operations including Microsoft Word and Excel, and systems to manage central document repositories, such as regulatory and institutional documentation.
- ▶ Excellent oral and written communication skills required for building relationships with internal and external collaborators.

2.2 DESIRABLE

- ▶ Experience in infectious diseases or microbiology research.
- ▶ Experience in general techniques in molecular microbiology (e.g. PCR; NGS).
- ▶ Experience in data analysis software, e.g. Prism (Python or R desirable but not essential).
- ▶ Experience in troubleshooting laboratory protocols and reagents.

2.3 SPECIAL REQUIREMENTS

- ▶ Some flexibility in days and hours of work may be required upon notice.
- ▶ Commitment to observe, sign and abide by required confidentiality and information use agreements.
- ▶ Undergo police and security checks as a condition of employment with the University of Melbourne.
- ▶ Vaccination against relevant infectious diseases as recommended.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Under general direction from the supervisor, the employee will work with lab staff to establish and prioritise an appropriate workflow for the management of the day-to-day tasks associated with the key responsibilities.

3.2 PROBLEM SOLVING AND JUDGEMENT

A key skill for this position is the ability to accurately interpret and record results and problem solve any unexpected results. The ability to identify when further expert input is required is essential.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position is associated with working within PC2 laboratory guidelines, NATA standards and Office of the Gene Technology Regulator requirements. The incumbent is required to understand and observe the relevant regulations and implement associated changes associated with the constant evolution of these regulations.

3.4 RESOURCE MANAGEMENT

The employee will assist in the management of clinical samples and associated documentation and provide status reports on the progress of analyses. The employee will also monitor stocks of standard laboratory reagents and will be involved with placing orders for services and consumables within a set program budget.

3.5 BREADTH OF THE POSITION

This position is responsible for laboratory activities within the Williamson Laboratory, but may collaborate with other internal and external parties including VIDRL.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ORGANISATION UNIT

DEPARTMENT OF INFECTIOUS DISEASES

<https://medicine.unimelb.edu.au/school-structure/infectious-diseases>

The Department of Infectious Diseases is a recently established department of the Melbourne Medical School, Faculty of Medicine, Dentistry and Health Sciences that is based at The Peter Doherty Institute for Infection and Immunity (Doherty Institute). Research within the department encompasses infectious diseases including antimicrobial resistance and healthcare associated infections, malaria, HIV, tuberculosis, influenza, viral hepatitis, sexually-transmitted infections, skin pathogens and emerging infectious diseases such as COVID-19. Our researchers come from diverse backgrounds, including discovery research and basic scientists, clinician researchers, epidemiologists, public health physicians and microbiologists

6.2 MELBOURNE MEDICAL SCHOOL

<https://medicine.unimelb.edu.au>

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With thirteen clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, Critical Care, General Practice, Medical Education, Infectious Diseases, Medicine, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Radiology, Rural Health and Surgery) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge

and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of \$95 million, the School's research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention,

Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.4 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

doherty.edu.au

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty's activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

6.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.6 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>