



POSITION DESCRIPTION

Department of Biochemistry and Pharmacology
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant in Biochemistry and Pharmacology

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| POSITION NO | 0055883 |
| CLASSIFICATION | Research Assistant. Level A |
| SALARY | \$75,289 - \$102,163 |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | (1 FTE) |
| BASIS OF EMPLOYMENT | Fixed term – 12 months |
| 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 | Dr Christopher Armstrong Email christopher.armstrong@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

We are currently seeking a motivated Research Assistant to work within our Myalgic Encephalomyelitis/ Chronic Fatigue Syndrome research group. The ideal candidate will be someone who wishes to further develop their knowledge in translational research and is comfortable working within both laboratory and clinical research settings. Our ideal candidate will possess the personal and professional skills needed to conduct the work detailed below on a day-to-day basis with appropriate senior support and supervision of the Project Leaders. You will have an interest in adolescent health and be confident working with children and young adults and their families. The Research Assistant role will work across several supported projects and will involve coordination of an observational clinical trial at The Royal Children's Hospital/ Murdoch Children's Research Institute and carry out various duties including biological assays at Bio21, University of Melbourne.

This position may require some travel; therefore, the successful candidate must have access to a reliable vehicle and be willing to visit research participants in their homes up to 1.5 hours away.

The School of Biomedical Sciences and its Departments foster a [values-based](#) culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

- Collaboration
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Coordinating the Serial Paediatric Omics Tracking in Myalgic Encephalomyelitis (SPOT-ME) observational clinical trial including liaising with clinicians, recruitment, conducting standardised assessments with children aged 12 to 19 years face-to-face at the Royal Children's Hospital, and via online platforms.
- ▶ Contacting families of adolescence by telephone for the purpose of recruiting families into research studies, making appointments, following up participant surveys.
- ▶ Handling of biospecimens and carrying out biospecimen processing of urine and blood samples.
- ▶ Comply with lab documentation requirements and "good laboratory practices"
- ▶ Maintain accurate and detailed records of all experiments conducted and maintain neat and orderly maintenance of the REDCap database, record files, paperwork and computer files related to the project.
- ▶ Evaluate experimental results and communicate these to the chief investigators and collaborators

1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate at School and/or Faculty meetings.
- ▶ Actively participate at Group meetings and relevant Departmental meetings (e.g. OHS).
- ▶ Effective training of research students where required
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Appropriate undergraduate degree in biological or medical sciences
- ▶ Minimum of one-year laboratory experience (may include honours) in the field of biochemistry or related field or minimum of one-year clinical research experience (may include honours).
- ▶ Willingness to work across both laboratory and clinical research areas.
- ▶ Excellent interpersonal skills with demonstrated ability to build rapport in-person or over the telephone.
- ▶ Demonstrated capacity to work independently and achieve team objectives and results within set timeframes, while also working constructively with supervisor/mentor, and collaboratively in a team environment.
- ▶ Strong time management, organisational skills with a strong ability to multi-task.

2.2 DESIRABLE

- ▶ Experience in coordinating clinical research studies
- ▶ Experience in laboratory techniques including biospecimen processing, metabolomics, Nuclear Magnetic Resonance (NMR) spectrometry, biological assays

2.3 OTHER JOB-RELATED INFORMATION

- ▶ Occasional work out of ordinary hours, travel, etc.

3. 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.

4. 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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

5. Other Information

5.1 DEPARTMENT OF BIOCHEMISTRY AND PHARMACOLOGY

<https://biomedicalsciences.unimelb.edu.au/departments/department-of-biochemistry-and-pharmacology>

The Department of Biochemistry and Pharmacology has critical mass, interdisciplinary teaching and a remarkable breadth and depth in research expertise that underpin our key themes of molecular understanding of biology and disease, translational research, drug discovery and development.

It is envisaged to consolidate the research activities of the new Department. With respect to teaching, the departments' offerings are complementary, and we are looking forward to developing new courses across our joint areas of expertise.

5.2 SCHOOL OF BIOMEDICAL SCIENCES

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

The School of Biomedical Sciences is one of the most prominent and diverse Schools in the Faculty of Medicine, Dentistry & Health Sciences and is comprised of three Departments - Anatomy and Physiology, Biochemistry and Pharmacology, and Microbiology and Immunology.

The School is situated on the University's Parkville Campus and is part of the largest biomedical precinct in the southern hemisphere, providing access to world class research facilities for staff and students.

The School fosters a values-based culture of innovation and creativity to achieve research and teaching excellence.

5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

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.

5.4 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>

5.5 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.

5.6 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>