POSITION DESCRIPTION

The University of Melbourne 
(logo)

Department of Microbiology and Immunology  
School of Biomedical Sciences

Faculty of Medicine, Dentistry and Health Sciences

Research Officer

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| Position No | 0062961 |
| Classification | Research Officer (Level A) |
| Salary | $101,648 - $113,262 p.a. (pro rata for part time) |
| Superannuation | Employer contribution of 17% |
| working hours | Full-time |
| basis of Employment | Fixed term contract for 1 year  Fixed term reason: Externally funded |
| Other Benefits | <http://about.unimelb.edu.au/careers/working/benefits> |
| How to Apply | Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number. |
| contact For enquiries only | A/Prof Amy Chung  Tel +61 3 8344 1717 Email [awchung@unimelb.edu.au](mailto:awchung@unimelb.edu.au)  Please do not send your application to this contact |

For information about working for the University of Melbourne, visit our websites:   
  
about.unimelb.edu.au/careers   
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Doherty Institute at the University of Melbourne seeks a postdoctoral research officer to join the Chung Lab within the Department of Microbiology and Immunology. The Laboratory is interested in characterizing antibody responses against infectious and autoimmune diseases, in order to develop antibody-based vaccines and therapeutics. The applicant should have a PhD (awarded or near completion) in immunology or other relevant discipline.

The successful candidate will be enthusiastic with a strong interest in humoral immunology against infectious diseases and/or autoimmunity. The incumbent will be expected to drive their own research projects under limited supervision, design experiments, test and validate new approaches, address technical problems, consult scientific literature, maintain well-documented lab records, analyse data and present data at lab meetings. They must have exceptional organisational skills, possess the ability to work within a team atmosphere and be a self-starter.

It is expected that the postdoc will be involved in the preparation of manuscripts, assist with the development of funding submissions, contribute to supervision of research students and will eventually develop their own research projects.

The position is initially for 12 months, with the opportunity for an ongoing role anticipated.

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

# Key Responsibilities

## research and research training

* Independently plan and carry out experiments focused on completion of research project aims
* Ability to perform experimental techniques accurately and reproducibly, and demonstrate strong organisational skills and initiative in problem solving
* Carry out experiments related to the project ethically, accurately and productively
* Maintain accurate and detailed records of all experiments conducted according to laboratory guidelines and use of Lab Archives
* Be responsible for qualitative and statistical analysis of research data and to communicate this information to the lab members and collaborators
* Prepare manuscripts in a timely manner for publication in peer-reviewed journals
* Build an independent research project and contribute to the application of grant funding for that project
* Contribute to teaching, training, scientific mentoring and supervision of students
* Assist other researchers in carrying out experiments in order to work as a team and further the laboratory and department’s research goals
* Perform other duties as requested by the appointee’s immediate supervisors consistent with responsibilities of a junior postdoc

## engagement

* Attend and contribute to lab meetings and other relevant meetings with collaborators
* Attend and actively participate in departmental seminars, meetings and/or committee memberships
* Present research at local, national and international forums when opportunities arise
* Participation in relevant community and professional activities within the Department

## leadership and service

* Effective training of research support staff where required
* Contribute to the day to day organisation of the laboratory including ordering reagents, maintenance of equipment, maintain stocks of reagents
* Maintain outstanding relationships with internal and external collaborators including prompt response to any project correspondence
* Undertake other duties as requested by the appointee’s immediate supervisor, the Head of the Department and as according to responsibilities outlined by funding bodies
* Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4

# Selection Criteria

## Essential

* A PhD in Immunology or a related discipline
* Demonstrated experience designing and performing experiments effectively and achieving project objectives within timelines
* Demonstrated ability to develop new experimental protocols and experience in trouble shooting laboratory protocols and reagents
* Demonstrated ability to work with limited supervision in a self-directed manner and as a member of a research team and interact in a courteous and effective manner with academic, administrative and support staff
* Excellent written and verbal communication skills, demonstrated by presentation of research results at conferences, internal forums and through manuscript submissions
* Sound knowledge of biosafety issues in handling infectious agents and adherence to principles of good laboratory practices
* Strong organisation skills and accurate recording and analysis of data generated from research undertaken
* Demonstrated computer skills, including use of spreadsheets and word processing such as Microsoft Word, Excel, PowerPoint and simple statistical software
* Demonstrated ability to undertake administrative duties relating to the management of both the research laboratory and department

## Desirable

* Sound knowledge of microbiology, virology and/or molecular biology
* Experience in protein expression and purification techniques, especially monoclonal antibodies
* Experience in isolation and culture of immune cell subsets from blood and tissue, including demonstrated ability to work with human specimens
* Experience in cell culture, flow cytometry, BLI, SPR, multiplex, capillary electrophoresis and/or microscopy
* Experience in data processing, statistical analysis software or programming (e.g. MATLAB, Python or R)
* Strong publication track record relative to career stage
* Strong evidence of emerging academic standing through research contributions, and possessing the ability and desire to build an academic career trajectory as demonstrated by prior awards, scholarships and/or involvement in research activities

## other job related information

* This position requires the incumbent to hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

# 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 University’s People Strategy 2015-2020 and policies that address 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 Growing Esteem.

# 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.

# Other Information

DePartment of Microbiology & Immunology

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at <http://www.microbiol.unimelb.edu.au/> and <http://bsac.unimelb.edu.au/>.

## THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at: <http://www.doherty.unimelb.edu.au>

## School of biomedical sciences

[www.biomedicalsciences.unimelb.edu.au](http://www.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.

## Faculty of Medicine, Dentistry and Health Sciences

[www.mdhs.unimelb.edu.au](http://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.

## 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>.

## Growing Esteem, the Melbourne Curriculum and Research at melbourne: Ensuring excellence and impact to 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University’s global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University’s research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 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 <http://www.unimelb.edu.au/governance>