RESEARCH OFFICER

DEPARTMENT/UNIT  Monash Genome Modification Platform

FACULTY/DIVISION  Medicine, Nursing, and Health Sciences

CLASSIFICATION  HEW Level 6

DESIGNATED CAMPUS OR LOCATION  Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Developing next generation medicines requires outstanding discovery science. Our platforms help researchers accelerate this long and complex journey and provide the support to translate these technologies into life changing therapeutics.

The Monash Genome Modification Platform (MGMP) provides genome modification services with a focus on three areas of expertise (i) preparation of DNA constructs (ii) modification of Cell Lines (iii) production of modified Rodents. The Platform services support the research of both Monash scientists and the external research community. For more information about MGMP, please visit www.monash.edu/researchinfrastructure/genome-modification.

POSITION PURPOSE

The Research Officer provides a variety of high-quality scientific services to support the operations of the MGMP. The Research Officer performs a range of complex activities that enable the MGMP to deliver high quality services to the research client base. This includes undertaking planning for upcoming projects, coordination of tasks within an operational laboratory, using specialized equipment, data analysis, administrative duties, computing, planning and scheduling, while ensuring a compliant and safe research environment.

In particular, the Research Officer will be involved in the provision of technical services related to Embryonic Stem (ES) cell gene targeting and culturing, mouse embryonic fibroblast (MEF) cell production, DNA preparation
from cell lines, analysis of cell lines and constructs, and the creation of genetically modified cells lines with CRISPR technology.

The Research Officer works closely with MGMP staff members to understand the Platform’s operational requirements and operates with excellence in process and judgement to provide efficient scientific services in accordance with scientific protocols and standards.

**Reporting Line:** The position reports to the Platform Manager

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

### KEY RESPONSIBILITIES

1. Plan, implement and coordinate a range of laboratory services in the field of cell culture and molecular biology
2. Provide bioinformatics support including data collection, input and analysis, and preparation of reports
3. Provide support for operational projects and programs by maintaining/using information systems, databases and record-keeping systems
4. Provide supervision, training and guidance to staff where applicable, including overseeing compliance with technical or research standards and protocols
5. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements and take steps to identify and minimise OHS risks where appropriate
6. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders including undertaking literature reviews and data analysis
7. Actively participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
8. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives
9. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars
10. Other duties as directed from time to time

### KEY SELECTION CRITERIA

**Education/Qualifications**

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise; or
   - an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

2. Previous cell culture experience is essential for this role, including thawing, expanding, manipulation and freezing of cell lines in accordance with established objectives, timeframes and protocols
3. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems
4. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
5. Excellent and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
6. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
7. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required
8. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and maintain discretion and confidentiality as required
9. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems

**OTHER JOB-RELATED INFORMATION**

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

**GOVERNANCE**

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.