

RESEARCH OFFICER

DEPARTMENT/UNIT	Microbiology, Biomedicine Discovery Institute
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy. Our Faculty 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. In 2022, our Nursing and Midwifery climbed to the rank of 14th in the world and 1st in Victoria in the QS World University Rankings.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life.

Contributing to the global health care agenda, the Faculty aspires to lead in all areas of its research and education activity, collaborating to influence local, national and international policy to improve health and social outcomes, and reduce health inequity.

We've made a major impact in the world of medical research and are globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

The **Monash Biomedicine Discovery Institute (BDI)** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The Institute and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 120 research groups and deliver discipline-focused teaching into our flagship Bachelor of Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and provide world-class teaching and learning space for Biomedical Sciences.

The BDI comprises six inter-disciplinary health-focused research Programs, each led by a renowned leader in the field. The BDI programs include Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolism, Diabetes and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research; and will be closely aligned with the Victorian Heart Hospital (VHH), which is being built on the Clayton Campus.

For more information about the BDI please visit our website at www.monash.edu/discovery-institute.

The **Department of Microbiology** is one of five departments in the School of Biomedical Sciences. The department teaches undergraduate students at a variety of levels in a broad range of courses, but most of our students are undertaking degrees in Biomedical Science, Science or Medicine. A vigorous postgraduate program is supported, with more than 50 PhD students currently enrolled.

Research within the department aims to understand how various microbes interact with their human or animal hosts at the molecular level, how that interaction can result in disease, and how this can be prevented. The department is well equipped for broad genomic, transcriptomic and proteomic investigations. These are applied to projects designed to increase our understanding of microbial pathogenesis, the development of antibiotic resistance, the immune response to infection, and in vaccine development.

Further details about the department can be found at: www.monash.edu/discovery-institute/departments/microbiology.

POSITION PURPOSE

The Research Officer provides a variety of high-quality research services to support the operations of the Grinter lab. The Research Officer performs a range of research activities to support the

delivery of the Grinter lab's National Health and Medical Research Council (NHMRC) and ARC-funded microbiological research program. This includes providing support for lab operations, including maintaining inventory and ordering, maintaining risk assessments and standard operating procedures, coordinating equipment maintenance, shared reagents and waste disposal, and ensuring safety and Office of the Gene Technology Regulator (OGTR) compliance. The successful candidate will also perform experiments, analyse data, and provide technical support for Grinter lab projects while ensuring a compliant and safe research environment.

The Research Officer operates with a focus on excellence in process and judgment and provision of sound and timely advice and support to the Grinter Lab and its research team.

Reporting Line: The position reports to the research leader

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including scheduling bookings, administering experiments, treatments or questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols
2. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars
3. Assist in preparing documentation reports and other documentation, including undertaking literature reviews and data analysis
4. Comply with established research methodology, policy, protocols, OHS and regulatory requirements
5. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
6. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives
7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant field; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Sound analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines

4. Demonstrated project administration skills with the ability to support research projects accordance with agreed standards and timeframes
5. Ability to work as an effective member of a team as well as independently under general supervision
6. Strong attention to detail and accuracy and an understanding of confidentiality, privacy and information handling principles
7. Well-developed communication skills, including the ability to draft a range of documentation
8. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required
9. Relevant technical experience in biochemistry or molecular biology
10. Experience with lab operations and logistics

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.