RESEARCH OFFICER - ONCOLOGY
TRANSLATIONAL RESEARCH LABORATORY

DEPARTMENT/UNIT
Medicine, Medical Oncology

FACULTY/DIVISION
Medicine, Nursing, and Health Sciences (Monash Health Translational Precinct)

CLASSIFICATION
HEW Level 5

WORK LOCATION
Monash Medical Centre

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. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The School of Clinical Sciences at Monash Health (SCS) is one of the nine schools of the Faculty of Medicine, Nursing and Health Sciences at Monash University, and is now the third largest school within the Faculty and its largest clinical school. Most of the research and teaching activities of the School are based near the main university campus, at Monash Medical Centre (MMC) Clayton. Monash Medical Centre is the major tertiary referral hospital for Monash Health, which serves a population of over 1.5 million people and is Monash University’s largest hospital partner. The School’s annual budget is in excess of $80M. In typical years, total research income received through the School is approximately $30M.
The School of Clinical Sciences at Monash Health is a major teaching resource for Monash medical students. The School is Monash’s largest deliverer of clinical teaching in the undergraduate medical student curriculum, providing 50% of total clinical placements across multiple disciplines and sites. Medical student teaching is coordinated by the Directorate of Undergraduate Medical Education. Teaching activities also extend to a number of other Monash Health sites including Dandenong, Casey, Moorabbin Hospital, and Monash Health’s Kingston Centre. The school also has established links with other parts of the Faculty and other Monash faculties including the Be Active Sleep Eat (BASE) facility, located at the Notting Hill campus, where the Department of Nutrition, Dietetics and Food is located.

Basic, clinical, and translation research are undertaken by the clinical departments of the School: Medicine, Nutrition, Dietetics & Food, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Imaging, and Surgery and their five associated University Research Centres. In addition, the Hudson Institute of Medical Research now represents its association with Monash University by its staff and students comprising the Department of Molecular Translational Science within the School of Clinical Sciences at Monash Health. Researchers of the School collaborate closely with relevant clinical areas in Monash Health and many of the School’s principal investigators are leaders in the health service who are clinician-scientists. The School has a strong tradition of training in this area, including what is believed to be the largest number of clinicians enrolled in higher degrees.

**POSITION PURPOSE**

The Research Officer provides a variety of high-quality research services to support the operations of the Oncology Translational Research laboratory. The Research Officer performs a range of research activities to support the delivery of our translational program outcomes. This includes: carrying-out routine biological sample material processing according to documented protocols; preparing, processing and storing of samples and specimens; ordering laboratory supplies and monitoring and managing supply levels; performing laboratory research (cellular & molecular biology and in vivo work) using standard equipment and techniques, 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 other members of the Translational Oncology Research laboratory. The role also involves liaising with other staff in the School of Clinical Sciences at Monash Health, Monash Medical Centre (MHTP trials staff, pathology and imaging services), and external collaborators.

**Reporting Line:** The position reports to the Director of Oncology & Head of the Oncology Translational Research Laboratory under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget 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

**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. Demonstrated experience in cellular & molecular biology, and *in vivo* work (xenografts, drug administration)

10. Ability to handle, process, and storage of biospecimens

**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

**LEGAL COMPLIANCE**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.