



RESEARCH OFFICER

DEPARTMENT/UNIT	Eastern Health Clinical School
FACULTY/DIVISION	Faculty of Medicine, Nursing & Health Sciences
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Box Hill Hospital

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.

World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the Faculty, please visit www.monash.edu/medicine.

- **Eastern Health Clinical School (EHCS)** is one of three clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS represents the University's presence in the rapidly-growing area of urban and outer eastern Melbourne. Our four Directorates are:
 - **Eastern Clinical Research Unit (ECRU):** ECRU is part of Monash University EHCS and is the mechanism by which Eastern Health undertakes its clinical trials. ECRU conducts clinical trials across a range of disciplines.
 - **Research and Higher Education:** This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and the academic community and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs.

These programs are focused on prostate cancer, renal medicine, vascular medicine and gastroenterology, with capacity to expand into other areas.

- **Turning Point Alcohol and Drug Centre:** This state-wide service in Victoria is part of Eastern Health and formally affiliated with Monash University, EHCS.

POSITION PURPOSE

The Research Officer provides a variety of high-quality research services to support the operations of the Nephrology Laboratory. The Research Officer performs a range of complex research activities that play a critical role in supporting the delivery of Nephrology program outcomes. This includes administrative and other activities associated with the research program ensuring a compliant and safe research environment. The Research Officer will have expertise with a wide variety of laboratory skills and techniques including tissue culture, multicolour flow cytometry, and immunological assays. In addition, the Research Officer will be proficient in HPLC, ELISAs, basic molecular biology including RNA extraction and PCR, and cell culture work.

The Research Officer works closely with researchers, staff, and students to understand the research requirements and operates with excellence in process and judgement to provide efficient research services in accordance with research protocols and standards.

Reporting Line: The position reports to the Professor/Director of Renal Medicine

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and coordinate a range of research and administrative tasks including providing laboratory/research support services, scheduling bookings, administering trials, experiments, treatments or questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols
2. Provide supervision, training and guidance to staff where applicable, including overseeing compliance with technical or research standards and protocols
3. 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
4. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders
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. Actively participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
7. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives
8. 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 broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Excellent and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
5. 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
6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required
7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
8. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems
9. Experience with ELISA techniques and advanced cell culture work
10. Familiarity and skills with molecular biology techniques (RNA/microRNA extraction, qPCR etc.)

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional or non-standard hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

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.