POSITION DESCRIPTION

Position Title: Research Assistant
Organisation Unit: Child Health Research Centre
Position Number: TBA
Type of Employment: Full time, Fixed term 12 months
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more Australian Teaching and Learning Council Awards for Teaching Excellence than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences,
sustainable minerals, bioengineering and nanotechnology, as well as social science research.

**Faculty of Medicine**

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at [www.medicine.uq.edu.au](http://www.medicine.uq.edu.au).

**Child Health Research Centre (CHRC)**

The CHRC is a faculty-level research centre focused on child and adolescent health, consisting of over 200 researchers, research higher degree students and support staff. The CHRC has research strengths in the areas of children's health and the environment, respiratory medicine, infectious diseases, nutrition, oncology, and online health with researchers working in the fields of basic biomedical science, clinical and population health research.

Information relating to the activities of CHRC may be found at [www.child-health-researchcentre.uq.edu.au](http://www.child-health-researchcentre.uq.edu.au)
DUTY STATEMENT

Primary Purpose of Position

The primary purpose of this position is to be responsible for contributing to sample management for a number of clinical studies including maintaining clinical sample collections and inventories and liaising with clinical research teams. In addition to performing routine analyses of human fluids and cells as well as assisting with the administration of laboratory operations and developing and applying a broad range of techniques to pursue the research objectives.

Duties

Duties and responsibilities include, but are not limited to:

Research

1. Assist with Clinical studies sample management, including setting up and maintaining databases, development of relevant SOPs and supporting documentation
2. Collaborate closely with a variety of clinical research teams, domestic and international, to manage research sample collection, shipping, storage, recording as well as associated documentation, information and data.
3. Coordination of research activities including drafting of reports and dissemination of information and advice to staff and external collaborators at other research institutions both nationally and internationally
4. Collaborate closely with Principal Investigator and Senior Research Scientist for the design, implementation of research project and analysis of data.
5. Under general direction, assist in the conduct of research studies and perform major experiments and assays. Perform set-up and maintenance of complex equipment. Experiments may include tissue culture of human primary cells and cell lines, handling of bacteria and viruses, cell separation methods, biochemical assays, molecular biology, or other specialised biological techniques
6. Responsibility for lab communications with suppliers in relation to ordering of supplies, maintaining inventories for the respiratory team, of chemicals, cell lines, PCR primers. Responsible for organising equipment repair and maintenance in collaboration with the floor lab manager.
7. Train and provide guidance to laboratory staff and students in standard techniques, analyses and procedures.

Administration

1. Assist in the management of operational budgets within the laboratory setting.
2. Maintaining clear, detailed laboratory notebook with experimental details as well as maintain other records and documentation.
3. Contribute (as appropriate) to meetings of staff directly involved in the lab’s programs, and to CHRC administrative groups and committees (such as attendance at WHS and general team and lab meetings).

4. Any other duties as reasonable directed by your supervisor

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Senior Research Scientist
SELECTION CRITERIA

**Essential**

- Completion of a degree in biology, biochemistry, cell biology, biomedical sciences, molecular biology, immunology or pathology, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience working with biological samples including sample management, conducting/assisting in research experiments, SOP development and relevant report drafting.
- A demonstrated ability to implement new experimental systems and approaches in a laboratory environment.
- Ability to adjust easily to changing needs and priorities in order to facilitate project completion and to address technical problems.
- Demonstrated verbal and written communication skills and experience with collaborative research teams, including report drafting and maintaining records with a high degree of accuracy and confidentiality.
- Demonstrated attention to detail, high level of accuracy, and ability to prioritise and manage multiple tasks.
- Ability to work autonomously, exercise sound judgment and work as an effective member of a multi-disciplinary team by interacting in a collaborative manner with other team members and providing ideas to improve efficiency at a group level.

**Desirable**

- A demonstrated biology laboratory research experience and experience with tissue culture.
- Experience in database management.
- High proficiency in the use of Microsoft office suite in particular Excel.

The **University of Queensland is committed to equity, diversity and inclusion.**