Australian National University

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	Research School of the John Curtin School of Medical Research
Department/Unit:	Division of Genome Sciences and Cancer
Position Title:	Postdoctoral Fellow
Classification:	Level A
Position No:	
Responsible to:	A/Prof Marian Burr
Number of positions that report to this role:	4
Delegation(s) Assigned:	

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The Research School of the John Curtin School of Medical Research is a leading centre of cancer biology, genomics and immunology research in Australia. Researchers have a tradition of excellence in addressing the world's most pressing health issues, including the development of new and better treatments for people with cancer and other diseases.

The Postdoctoral Fellow is expected to undertake work in all three areas of academic activity –research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of the external funding conditions that support the appointment, the appointees research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Postdoctoral Fellow may also be required to supervise or assist in the supervision of students, and contribute cooperatively to the overall intellectual life of the School, College and University.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:

The Postdoctoral Fellow will be a member of Research School of the John Curtin School of Medical Research, accountable to the Head, ACRF Department of Cancer Biology and Therapeutics and Director of the School. The Postdoctoral Fellow will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships with all academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

Role Statement:

- In their role as an Academic Level A the Postdoctoral Fellow is expected to:

- Undertake independent research in cancer biology, epigenetics and immunology with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and international level. This includes working as part of a team on an externally funded project subject to deadlines.
- Collaborate with senior staff to actively seek and secure external funding, assist to prepare and submit research proposals to external funding bodies as appropriate.
- Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Assist with supervision of research students.
- Assist to supervise research support staff in your research area.
- Actively contribute to all aspects of the operation of the School.
- Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Maintain high academic standards in all education, research and administration endeavours.
- Take responsibility for their own workplace health and safety and not willfully place at risk the health and safety of another person in the workplace.
- Other duties as required that are consistent with the classification of the position.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

Skill Base

A Level A academic will work with the support and guidance from more senior academic staff and is expected to develop their expertise in teaching and research with an increasing degree of autonomy. A Level A academic will normally have completed four years of tertiary study or equivalent qualifications and experience and may be required to hold a relevant higher degree.

A Level A academic will normally contribute to teaching at the institution, at a level appropriate to the skills and experience of the staff member, engage in scholarly, research and/or professional activities appropriate to their profession or discipline, and undertake administration primarily relating to their activities at the institution. The contribution to teaching of Level A academics will be primarily at undergraduate and graduate diploma level.

SELECTION CRITERIA:

Essential selection criteria

1. A PhD (or awarding of a PhD within six months of appointment commencement) in cancer biology, chromatin biology, immunology or biochemistry, or equivalent qualifications and experience in a related area.
2. A strong track record of academic excellence and productivity as evidenced by publications in peer-reviewed journals, conference presentations and academic awards.
3. Extensive experience in cell and molecular biology including cell culture, working with retrovirus/lentivirus, molecular cloning, PCR, RT-qPCR, western blotting, immunoprecipitation.
4. Ability to work well as part of a team, meet deadlines and contribute to supervision of students,
5. An ability and commitment to contribute to bids for competitive external funding to support individual and collaborative research activities.

Desirable selection criteria

6. Experience using CRISPR systems for genome engineering.
7. Experience in chromatin biology including ChIP-seq, ATAC-seq, RNA-seq. Experience using single cell sequencing technologies would also be an advantage.
8. Experience in tumour immunology.
9. Experience working with laboratory mice.

General essential selection criteria

10. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.

A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:	**Marian Burr**	**Date:**	5/09/2024
Printed Name:		**Uni ID:**	

References:

General Staff Classification Descriptors

Academic Minimum Standards

Australian National University

Position Description

College/Division:	ANU College of Health & Medicine
Faculty/School/Centre:	Research School of the John Curtin School of Medical Research
Department/Unit:	Division of Genome Sciences and Cancer
Position Title:	Research Fellow
Classification:	Level B
Position No:	
Responsible to:	A/Prof Marian Burr
Number of positions that report to this role:	4
Delegation(s) Assigned:	

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The Research School of the John Curtin School of Medical Research is a leading centre of cancer biology, genomics and immunology research in Australia. Researchers have a tradition of excellence in addressing the world's most pressing health issues, including the development of new and better treatments for people with cancer and other diseases.

The Research Fellow is expected to undertake work in all three areas of academic activity –research, education and service (including outreach). The allocation of time to each area will be discussed with the position supervisor annually and be reflective of the conditions of the external funding, the appointees research agenda, school and interdisciplinary teaching requirements and leadership opportunities within the School environment. The Research Fellow may also be required to supervise or mentor less senior staff, and undertake leadership roles as applicable. The staff member will contribute cooperatively to the overall intellectual life of the School, College and University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Research Fellow will be a member of Research School of the John Curtin School of Medical Research, accountable to the Head, ACRF Department of Cancer Biology and Therapeutics and Director of the School. The Research Fellow will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships within the all academic and professional School and College staff, students and honorary appointees, as well as with industry stakeholders. This position will also have a mentoring role for students and will engage in collegial and productive collaborations with local, national and where possible, international colleagues.

Role Statement:

In their role as an Academic Level B the Research Fellow is expected to:

- Undertake independent research in the area of cancer biology, epigenetics and immunology with a view to publishing original and innovative results in refereed journals, present research at academic seminars and at national and international conferences, and collaborate with other researchers at a national and/or international level. This includes working as part of a team on an externally funded project subject to deadlines and being primarily responsible for project delivery in some areas.
- Actively seek and secure external funding including the preparation and submission of research proposals to external funding bodies.
- Supervise students working on individual or group projects at undergraduate, honours, graduate-coursework levels. Supervision of research students.
- Supervise Postdoctoral Fellow's and research support staff in your research area.
- Actively contribute to all aspects of the operation of the School. This may include representation through committee memberships.
- Assist in outreach activities including to prospective students, research institutes, industry, government, the media and the general public.
- Maintain high academic standards in all education, research and administration endeavours.
- Take responsibility for their own workplace health and safety and not willfully place at risk the health and safety of another person in the workplace.
- Other duties as required that are consistent with the classification of the position.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

Skill Base

A Level B academic will undertake independent teaching and research in their discipline or related area. In research and/or scholarship and/or teaching a Level B academic will make an independent contribution through professional practice and expertise and coordinate and/or lead the activities of other staff, as appropriate to the discipline.

A Level B academic will normally contribute to teaching at undergraduate, honours and postgraduate level, engage in independent scholarship and/or research and/or professional activities appropriate to their profession or discipline. The academic will normally undertake administration primarily relating to their activities at the institution and may be required to perform the full academic responsibilities of and related administration for the coordination of an award program of the institution.

SELECTION CRITERIA:

1. A PhD in cancer biology, chromatin biology, immunology or biochemistry or a related area, with a track record of independent research in the field as evidenced by publications in peer-reviewed journals and conferences, a record of developing and maintaining collaborations and by other measures such as awards, and invitations to present at conferences.
2. Extensive experience in cell and molecular biology including cell culture, working with retrovirus/lentivirus, molecular cloning, PCR, RT-qPCR, western blotting, immunoprecipitation, with the ability to articulate and prosecute innovative research.
3. A demonstrated ability and commitment to apply for competitive external funding to support individual and collaborative research activities.
4. An ability to supervise and graduate high quality PhD/Masters research students.
5. The demonstrated ability to work as part of a team, contributing to team management and meeting deadlines for project elements.

Desirable selection criteria

6. Experience using CRISPR systems for genome engineering.
7. Experience in chromatin biology including ChIP-seq, ATAC-seq, RNA-seq. Experience using single cell sequencing technologies would also be an advantage.
8. Experience in tumour immunology.
9. Experience working with laboratory mice.

General essential selection criteria

10. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:	**Marian Burr**	**Date:**	5/9/2024
Printed Name:		**Uni ID:**	

References:

General Staff Classification Descriptors

Academic Minimum Standards

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	**ANU CHM**	**Dept/School/Section**	**JCSMR**
Position Title	**POSTDOCTORAL FELLOW**	**Classification**	
Position No.		**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

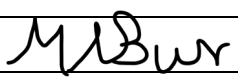
- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☒	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
Organizing events	☐	☒	noise / vibration	☐	☐
fieldwork & travel	☐	☒	electricity	☐	☒
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☒	microbiological materials	☒	☐
allergens	☐	☐	potential biological allergens	☐	☒
cytotoxics	☐	☒	laboratory animals or insects	☒	☐
mutagens/teratogens/ carcinogens	☐	☒	clinical specimens, including blood	☐	☒
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☒	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name:		**Date:**	**5.9.24**

Application Form

- SNOW POSTDOCTORAL RESEARCH FELLOW APPLICATION -

Please download and save the form prior to filling out

Thank for your interest in the above position.
Once the **application form** is complete, please submit in PDF format along with your **current CV** through the **application portal of the Institution of the Snow Fellow** whose laboratory you are seeking to join. Links to these application portals can be found below, as well as on the Snow Medical website (*https://www.snowmedical.org.au/snow-fellowship/snow-postdoc-careers*).
The closing date is Friday 11th October 2024.
Interviews will be held throughout October and November 2024.

Marian Burr laboratory, Australian National University – Application portal:
https://jobs.anu.edu.au/jobs/snow-postdoctoral-fellow-canberra-act-act-australia

Marina Pajic laboratory, Garvan Institute of Medical Research – Application portal:
https://garvan.wd3.myworkdayjobs.com/en-US/garvan_institute/details/Senior-Research-Officer_PRF7316

Owen Siggs laboratory, Garvan Institute of Medical Research – Application portal:
https://garvan.wd3.myworkdayjobs.com/en-US/garvan_institute/details/Research-Officer_PRF7363

Emily Wong laboratory, Victor Chang cardiac Research Institute – Application portal:
Postdoctoral Research Fellow - Snow (Regulatory Systems)

If you have any questions regarding the application process, please contact
Australian National University: Sabbina Kang: hr.chm@anu.edu.au
Garvan Institute of Medial Research: Iana Ramos: i.ramos@garvan.org.au
Victor Chang cardiac Research Institute: Diana Velez: recruitment@victorchang.edu.au

Contact Details

Full name	
Home Address	
Mobile number	
Email address	

Please indicate in the below drop-down which appointment you are applying for:

Choose an item.

Cover letter (1 Page)

Click or tap here to enter text.

Response to key selection criteria: please describe below how you meet each criterion (max. 300 words per section)

Alignment with Snow Medical values and aspirations	*Click or tap here* to enter text.
An excellent academic record	Click or tap here to enter text.
Compelling research plan (please outline your research plan)	Click or tap here to enter text.
Demonstrated leadership potential	Click or tap here to enter text.
Proven interpersonal and collaborative skills in achieving research	Click or tap here to enter text.
Key publications and contributions	Click or tap here to enter text.
Key skillsets/techniques	Click or tap here to enter text.

Further questions

If successfully what would be your ideal commencement date?	Click or tap here to enter text.
How did you hear about this role?	Click or tap here to enter text.
Do you require adjustments to participate in the recruitment process?	Click or tap here to enter text.
What is your gender?	Click or tap here to enter text.
What are your pronouns?	Click or tap here to enter text.
Any other details we should consider?	Click or tap here to enter text.

Sensitive Personal Information
We are committed to fostering a diverse and inclusive workplace that celebrates individual differences and promotes collaboration and creativity. The above questions will help us to personalise your experience in applying with us and provide any support you might need. Any information that you do provide will be recorded and maintained in a confidential file and managed as sensitive information in accordance with the Privacy Policies of the employing institutions: https://www.victorchang.edu.au/privacy-policy; https://www.garvan.org.au/about-us/governance/policies/privacy; https://policies.anu.edu.au/ppl/document/ANUP_010007.

How will applications be treated
All applications will be received and stored by the Australian National University (ANU), Garvan Institute of Medical Research and/or Victor Chang Cardiac Research Institute in a confidential file and managed as sensitive information in accordance with the Privacy Policies of the employing institutions. Hiring managers from ANU, Garvan and Victor Chang will conduct shortlisting before forwarding your application to respective the Snow Fellow.
https://www.victorchang.edu.au/privacy-policy; https://www.garvan.org.au/about-us/governance/policies/privacy; https://policies.anu.edu.au/ppl/document/ANUP_010007.