POSITION DESCRIPTION

Research Officer

Position Level | 6
Faculty/Division | Medicine & Health
Position Number | 00177124
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Position Summary

A Research Officer plays a key role in supporting research projects as part of a multidisciplinary team of researchers in the area of blood cancer and stem cell research.

The position will provide technical and research assistance to senior research staff in activities associated with various research projects, including the contribution and application of knowledge in the field of molecular and cell biology to a range of projects conducted within the Stem cell group/Adult Cancer Program/Lowy Cancer Research Centre/ SBMS/Faculty of Medicine and Health.

The role reports to the Professor, Head, Stem Cell Group and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provision of practical and efficient research support to stakeholders, assisting in the conduct of research that contributes to a better understanding of blood cancer, contributing where appropriate.
- Support in the conceptualisation, design, and successful conduct of projects with evaluating drug sensitivity and resistance in blood cancers.
- Prepare and contribute to the production of technical reports, manuscripts for publication and tenders or grants for external funding.
- Manage the technical aspects of databases, including coordinating and executing data cleaning, data management processes and ensuring research integrity in research databases.
- Perform quantitative/qualitative data analyses as required by the research project.
• Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications and progress reports.

• Monitor research protocols, provide problem solving and resolution to any evolving problems related to design, implementation and analysis.

• Liaise with organisations, data custodians, stakeholders and collaborators and actively participate in meetings and discussions as required.

• Coordinate, plan and complete day-to-day research activities within the framework of agreed project timelines and responsibilities.

• Generating and maintaining patient derived xenografts of clonal blood disorders/blood cancers.

• Contribute in handling and processing clinical trial samples in the laboratory.

• Assist with the design and development of laboratory assays.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policy and procedures of the University and take all reasonable care to ensure your actions or omissions do not impact on the health and safety of yourself and others.

Skills and Experience

• A relevant Bachelor’s degree in Science and significant research experience

• Demonstrated experience purifying and culturing primary healthy and MDS haematopoietic stem/progenitor cells.

• Demonstrated experience handling clinical trial samples and maintaining appropriate records.

• Expertise in flowcytometry, generating healthy and MDS/AML xenografts in MISTRG mice by intrahepatic, intravenous routes and performing drug treatments and evaluating response.

• Knowledge of research protocols, experimental design and planning as involved in developing research projects and reporting against milestones.

• Experience working with a range of computer systems and applications, including Windows, Excel, PowerPoint, GraphPrism.

• Demonstrated superior interpersonal communication skills to initiate and maintain effective stakeholder relationships whilst exercising discretion and confidentiality.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.