POSITION DESCRIPTION

Research Officer

Position Level  
Level 6

Faculty/Division  
Science

Position Number  
ADMIN ONLY

Original document creation  
February 2021

Position Summary

The Ramaciotti Centre for Genomics is a national infrastructure facility and a leader in the application and development of genomics in Australia. It is the largest genomics facility at any Australian University and is comprehensively equipped with the latest next-generation sequencing (NGS) technology, with single-cell genomics platforms and with high throughput microarray systems. The Centre’s purpose is to deliver high quality genomic data to its clients and position UNSW as a leader in the field of genomics.

The Centre currently analyses over 88,000 samples per annum. It utilises numerous sample preparation procedures and operates several sequencing and microarray platforms. The Research Officer is responsible for preparing samples for microarray analysis, performing run set up and for implementing new or modified procedures or processes as required in the Centre.

The role of Research Officer reports to the Deputy Director/Centre Manager and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide expert technical advice to clients undertaking gene expression and genotyping microarray projects.
- Undertake quality control checks on submitted samples, independently evaluate results, prepare reports for clients and provide technical support for any enquires relating to these reports.
- Prepare samples for genotyping analysis by microarray using a variety of complex methods, both manually and using liquid handling robots.
- Evaluate the results of sample preparation procedures and initiate the progression of samples to microarray analysis.
- Inform clients on the progress of their project throughout sample quality control and sample preparation.
• Microarray run set-up, processing of data, troubleshooting and resolving issues with technical support.
• Independently evaluate microarray data to ensure data passes specifications.
• Communicate and report to the service manager on the progress of work and ensure contractual timelines are met.
• Test and implement new sample preparation methods for microarray analysis as required.
• Train laboratory personnel on procedures as required.
• Responsible for monitoring critical stock levels of kits and reagents, ensuring resources are available for timely project completion.
• Follow the relevant quality procedures and processes in accordance with ISO/IEC 17025.
• Perform other appropriate duties and responsibilities as assigned by the Director or Manager of the Centre.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Higher degree in molecular biology, genetics or a related discipline with a high degree of knowledge in the principles of molecular biology, specifically in the application of genomics to research.
• Substantial laboratory-based work experience using high-throughput molecular biology techniques.
• The ability to manage time effectively to deliver results within a high sample volume environment with concurrent workflows.
• Ability to use initiative and work both independently, as well as part of a team to deliver project outcomes.
• Work experience in an accredited or regulated laboratory is desirable.
• Good written and oral communication skills.
• 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.