Position Summary

The Research Assistant is responsible for performing library preparation procedures and for implementing new or modified procedures or processes under guidance.

The incumbent will have laboratory experience in molecular biology techniques, along with the ability to work with high sample volumes in a time sensitive work environment.

The role of Research Assistant reports to the Senior Research Officer and has 0 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Undertake quality control checks on samples, independently evaluate results and prepare reports for clients.
- Prepare samples for sequencing using a variety of complex methods, both manually and using liquid handling robots.
- Train laboratory personnel in the above techniques as required.
- Log and monitor critical stock levels ensuring resources are available for timely project completion.
- Quality assurance: Responsible for following 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.
• Implementing the UNSW Health and safety management system within your area of responsibility.
• 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
• Degree in molecular biology, genetics or a related discipline, an Honours degree is preferable.
• A good understanding of the principles of molecular biology.
• Demonstrated laboratory-based work experience using high-throughput molecular biology techniques.
• Ability to manage time effectively to deliver results for 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.
• 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.