POSITION DESCRIPTION

Research Officer (Wet Lab)

Position Summary

The Kirby Institute is a leading global research institute dedicated to the prevention and treatment of infectious diseases. Established in 1986 in response to the then emerging HIV epidemic, the Kirby Institute now contributes to knowledge on a broad range of diseases, including viral hepatitis and sexually transmissible infections. Focussing on the coordination of national surveillance programs, population health and epidemiological research, clinical and behavioural research and clinical trials, the Kirby Institute's research projects are conducted in partnership with communities most affected by epidemics.

The Immunovirology and Pathogenesis Program (IVPP) is predominantly a laboratory-based group. The program has a range of investigator driven projects focussed on viral immune-pathogenesis especially with regards to respiratory sepsis and human papilloma virus (HPV)-driven malignancy. The work is underpinned by state-of-the-art functional and phenotypic cellular assays and a variety of molecular assays and genetic manipulations. Currently, the laboratory is involved in a number of clinical studies regarding the treatment and prevention of viral infections. We have ongoing and active collaborations with The George Institute and St Vincent's Hospital, Sydney.

The Research Officer (Wet Lab) provide technical ad research assistant to collaborative research projects primarily in the areas of respiratory sepsis and HPV-driven malignancies, as well as other immunovirology projects that arise. The work will encompass multi-parameter flow cytometry, RNA extraction and RNA-plex analysis and single-cell RNASeq.

The Research Officer reports to the Senior Lecturer 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 respiratory sepsis and HPV-driven malignancies, contributing where appropriate.
- Staining and analysis of lymphocytes using multi-parameter flow cytometry and related techniques.
- RNA extraction from primary human samples and analysis using commercially available panels.
- Prepare samples for single-cell RNASeq and collaboration with bioinformaticians regarding data analysis while ensuring appropriate experimental control and quality controls are included in all experiments.
- Prepare and contribute to the production of technical reports, manuscripts for publication and tenders or grants for external funding.
- Provide laboratory assistance to Honours and PhD students in the laboratory setting.
- Contribute to systematic reviews, under supervision.
- Oversee the upkeep and maintenance of essential equipment used in these studies.
- Keep accurate records of all experimental data, specimen and sample tracking and up-to-date protocols and procedures.
- Conduct general administrative tasks associated with the research program as required.
- Present research findings at local seminars, national and international conferences as required.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility
- 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**
- Honours degree in Immunology or Cell Biology (or related discipline), or an equivalent level of knowledge gained through any other combination of education, training or experience.
- Demonstrated experience in cellular and molecular biology techniques.
- Experience of working in a PC2 containment laboratory with strong knowledge of Good Laboratory Practice.
- Demonstrated research experience in biomedical research, including experience in standard cellular and molecular biology techniques including flow cytometry and mRNA profiling.
- Experience working with a range of computer systems and applications and experience conducting statistical analysis.
- 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.