



Make  
it matter.

## POSITION DESCRIPTION

# Scientist

Faculty/Division	Science
Classification Level	Professional 5/6 broadband G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	00198687
Position number	NOT SHIFTWORKER
Shiftwork status	N/A
Allowances	N/A
On call arrangements	28 June 2024
Original document creation	

### Position Summary

The Scientist carries out research, development and production of RNA and related products within the UNSW RNA Institute. The role will contribute and apply knowledge in the field of RNA processing to a range of projects conducted within the Institute.

The role reports to the Senior Scientist and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

Level 5 - Scientist I

- Conduct research, development, and production of RNA and related products under the Institute's Quality Management System(s) within agreed timelines as required.
- Assist in the design and execution of research and development activities to improve processes and methods for the production of RNA and related products.
- Liaise with internal and external stakeholders, researchers and collaborators, and actively participate in meetings and discussions as required.

- Assist custodians for specialised instruments within your area of expertise supporting maintenance, operation, troubleshooting and training of new users.
- Monitor the effectiveness of existing procedures and provide advice on research and development activities to improve processes and methods.
- Support implementation, maintenance and continuous improvement of the Institute's Quality Management Systems (ISO 9001 and/or GMP).
- Monitor effectiveness of existing processes (scientific, technical and administrative) and advise on proposals to improve operations.
- Assist with training internal and external stakeholders in the production of RNA and related products as required.
- Cross-train in related methods and perform quality control analysis of RNA and related products as required.
- Proactively assist with research reports, peer-reviewed publications, presentations, ethics applications, technical procedures, method documentation, safe work procedures and other published materials.
- Align with and actively demonstrate the [Code of Conduct and Values](#).
- 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 psychosocial or physical health and safety of yourself or others.

#### Level 6 – Scientist II

In addition to the above:

- Design and execute research and development activities to improve processes and methods for the production of RNA and related products.
- Liaise with internal and external stakeholders, researchers and collaborators, and actively lead meetings and discussions as required.
- Manage smaller research/industry-based projects or elements of larger projects within and/or across the Institute, leading staff and influencing other internal and external partners to achieve the project's goals.
- Act as custodian for specialised instruments within your area of expertise supporting procurement, installation, and servicing, while managing maintenance, operation, troubleshooting and training of new users.

### **Skills and Experience**

#### Level 5 - Scientist I

- A degree in Molecular Biology, Biochemistry or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.
- Demonstrated knowledge in pDNA and mRNA production techniques, in particular downstream processing such as HPLC, FPLC and TFF.
- Demonstrated knowledge in RNA analytical techniques.

- Knowledge and experience working with and troubleshooting a range of technical instruments.
- Demonstrated knowledge or understanding of Quality Management Systems such as ISO 9001 and/or GMP.
- Demonstrated high level of attention to detail and diligence in carrying out and documenting complex procedures.
- 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 whilst exercising discretion and confidentiality.
- 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 & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

#### Level 6 – Scientist II

In addition to the above:

- A degree in Molecular Biology, Biochemistry or related discipline, with subsequent relevant experience, or an equivalent level of knowledge gained through a combination of formal education, training or industry experience.
- Demonstrated experience in techniques used for pDNA and mRNA production, in particular downstream processing such as HPLC, FPLC and TFF.
- Demonstrated experience in RNA analytical techniques is beneficial.
- Demonstrated experience managing operation, troubleshooting and training for a range of specialised instruments.
- Demonstrated experience in Quality Management Systems such as ISO 9001 and/or GMP.

#### **PROGRESSION STATEMENT**

The incumbent will normally be expected to have reached the top step of level 5 prior to progression to level 6. Criteria for progression to level 6 will be based on satisfactory performance of all duties and accountabilities at level 5 and a demonstrated capacity to take on the duties and accountabilities of the position at level 6.

#### 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.