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POSITION DESCRIPTION

Research Officer

Faculty/Division	Science
Classification Level	Professional 6
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00203185
Shiftwork status	NOT SHIFTWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	16 September 2024

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 expression analysis platforms and 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 70,000 samples per annum using NGS and 40,000 samples by other genomic technology. It utilises numerous library preparation procedures and operates several sequencing platforms. The Centre holds NATA ISO/IEC 17025 accreditation.

The Research Officer is responsible for the evaluation and distribution of NGS data to clients, co-ordination of sequencing runs, and for providing technical advice to clients. The Research Officer is responsible for the smooth operation and delivery of the most critical, high-value component of the sequencing pipeline and will work closely with the Bioinformatics team to streamline data processing, quality checks and delivery.

The role of Research Officer reports to the Research Manager and has nil direct reports.

Accountabilities

Specific accountabilities for this role include:

- Coordinate sequencing runs across teams to ensure continuous operation and that contractual deadlines are met.
- Independently perform post-sequencing data processing, utilising scripts and other tools developed by the Bioinformatics team to deliver results.
- Evaluate sequencing results to ensure any data authorised for client release passes specifications.
- Package and transfer data to clients and address any related enquiries.
- Provide expert post-sequencing technical advice to clients, working with the bioinformatics team to resolve issues.
- Overall responsibility for monitoring critical stock levels of sequencing reagents and ensuring resources are available for timely project completion.
- Operate and maintain the Centre's Illumina sequencers, providing back-up for the core sequencing staff member/s.
- Train laboratory personnel in the operation of Illumina NGS sequencers including post-sequencing data processes as required.
- Communicate and report to the Centre's Service Managers on the progress of work.
- 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 Deputy Director of the Centre.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- 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 degree, Masters or PHD desirable, in molecular biology, genetics or a related discipline with demonstrated solid understanding of the principles of molecular biology, or an equivalent level of knowledge gained through any combination of education, training and/or experience.
- High level organisation skills and attention to detail is essential.
- Excellent written and oral communication skills.
- Demonstrated proficiency in using computers and various IT software, including the ability to run basic scripts, is required.
- Excellent problem-solving and analytical skills.
- Prior work experience in an accredited or regulated laboratory is desirable.
- Demonstrated ability to manage time effectively to deliver results for concurrent workflows, including the ability to meet deadlines.
- Experience in laboratory-based work using high-throughput molecular biology techniques and instrumentation is desirable.
- Ability to use initiative and work both independently, as well as part of a team, to deliver project outcomes.

- 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.