

**POSITION DESCRIPTION**  
**Research Officer**  
**Developmental Genetics Group**

<b>Position Title</b>	Research Officer		
<b>Division</b>	Developmental Molecular Genetics Group		
<b>Position Purpose</b>	The Research Officer is expected to carry out with a high degree of independence research projects in line with the scientific focus of the Developmental Molecular Genetics group.		
<b>Location</b>	TRI Woolloongabba		
<b>Occupational Category and Level</b>	Research Academic RL1		
<b>Reporting Relationship</b>	Reports to Group Leader		
<b>Review Date</b>	January 2022		
<b>Next Review Due</b>	January 2023		
<b>Staff Member</b>	TBC	<b>Signature</b>	<b>Date</b>
<b>Direct Supervisor</b>	Sandra Richardson	<b>Signature</b>	<b>Date</b>

## 1. OVERVIEW

### **Mater Group**

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

### **Mater Research**

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

### **Mater Research Institute – The University of Queensland**

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

### **Translational Research Institute (TRI)**

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

## 2. HOURS

This is a full-time appointment. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the experimental procedures appropriate to individual projects. We are not clock watchers. We all work hard and do what has to be done. It is a give and take system with no actual recording of times. We find this contributes to the overall team effort.

## 3. PURPOSE OF POSITION

The Research Officer is expected to carry out research projects in line with the scientific focus of the Developmental Molecular Genetics (DMG) group under the leadership of Dr Sandra Richardson. The ideal candidate will hold a PhD in a relevant discipline, and have extensive research experience in one or more of the following:

- Mammalian developmental biology
- Pluripotent stem cell biology
- Genetics and genomics

The primary focus of the DMG group is the biology of mammalian transposable elements, with regards to both their fundamental impacts on genome structure and evolution as well as their potential role in reproductive dysfunction and infertility. The Research Officer will be expected to contribute to ongoing research projects in this area. They also will have ample opportunity to develop with Dr Richardson novel projects that integrate their background and interests with the over-arching research program of the DMG group.

Dr Richardson is committed to fostering a diverse, inclusive, and mutually respectful culture within her laboratory, as well as providing an excellent and supportive training environment for students and junior staff. The Research Officer will be expected to uphold and contribute to this culture through their personal and scientific interactions within the team.

## 4. POSITION DESCRIPTION

### 4.1. Research

- Participate in the design and execution of research studies
- Develop new research methodologies
- Analyse literature relevant to research area
- Assist in the preparation of research papers for publication
- Present at national and international at conferences and workshops
- Apply for research fellowships and grants
- Assist with preparing ethics and compliance documents
- Work with colleagues and postgraduates in the development of collaborative research projects
- Supervise junior staff and students
- Attend, as appropriate, research related and organisational events
- Presentation and active participation at lab meetings.

### 4.2 Administration

- Attend relevant training programs and mandatory educational programs, workshops, conference and promotional functions.

### 4.3 Safety in the Workplace and Human Resources

- Maintain a safe working environment
- Report any potential hazards to the reporting officer
- Ensure compliance with Workplace Health and Safety (WHS) Standards
- Treat all clients with sensitivity and without discrimination
- Responsible to ensure the annual performance plan is met.

#### 4.4 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of MR Limited
- Promote and demonstrate the philosophy and values of the Sisters of Mercy
- Ensure that the mission, objectives, philosophy and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices.

#### 5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- The Research Officer will be accountable to the Group Leader.
- Demonstrated understanding and commitment to the joint NHMRC/AVCC Statement and Guidelines on Research Practice is required.
- Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans.
- The use of Institute property, equipment and technical support facilities will respect the guidelines established by the Institute.

#### 6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

#### 7. SELECTION CRITERIA

##### Qualifications

Essential

- PhD submitted in a biological discipline relevant to group

##### Knowledge and Skills

Essential

- Demonstrate high level written and verbal communication skills
- Possess analytical and problem-solving skills
- Advanced computer skills
- Ability to work independently and as part of a multidisciplinary team
- Ability to present complex data and concepts at laboratory meetings
- Demonstrated high level interpersonal skills necessary for negotiating and liaising effectively with a diverse range of staff, and other stakeholder
- Excellent organisational skills.

##### Experience

Essential

- Expertise in one or more of the following broad areas: mammalian developmental biology, pluripotent stem cell biology, or genetics and genomics.

##### Personal Qualities

Essential

- Internally motivated to upskill in laboratory techniques, learn new methodologies, and refine scientific writing and verbal presentation skills
- Adept at networking and forming new collaborations
- Demonstrated high level organisational skills including the ability to prioritise work demands meet deadlines and balance competing tasks

- Commitment to the Promotion of the Philosophy and Mission of the Mater Group and goals of the Mater Research Institute. To be thoughtful, considerate and act as a positive role model for others.

## **8. REVIEW**

The position will be subject to mutual review on an annual basis.