



Research Officer

Department/Unit	Anatomy and Developmental Biology
Faculty/Division	Faculty of Medicine Nursing and Health Sciences
Classification	HEW Level 5
Work location	Clayton campus
Date document created or updated	24 January 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu

The **Faculty of Medicine, Nursing and Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.med.monash.edu.au/

The **sub-Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute; and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function.

We are committed to an inclusive working environment with a particular focus on gender equity. Please visit www.med.monash.edu.au/biomed-psych/index.html for more information on FBPS.

The **School of Biomedical Sciences and Monash Biomedicine Discovery Institute** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology, comprise over 120 research groups and deliver

discipline-focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new \$80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

All research staff in the School are also a member of the **Monash Biomedicine Discovery Institute (BDI)**. The BDI comprises six inter-disciplinary health-focused research Programs, each led by a research leader in the field. The BDI Programs include, Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolic Disease and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research.

The School and BDI comprise over 120 research teams that publish over 700 papers in international journals every year. Annual research income is over \$50 million, the vast majority of which comes from the NHMRC and ARC. For more information about the School of Biomedical Sciences, please visit our website at www.monash.edu/discovery-institute and www.med.monash.edu.au/sobs/.

The **Department of Anatomy and Developmental Biology** is one of five departments of the School of Biomedical Sciences. It is one of the strongest research and teaching departments in the field. Staff and students are accommodated in high quality research space with easy access to all of Monash university's research platforms. Areas of research expertise include renal and lung biology, epithelial and reproductive biology, inflammation, embryology, cancer, stem cell biology and regenerative medicine.

The department is responsible for the delivery and coordination of the developmental biology major within the BSc course, and the teaching of human anatomy in the medical, physiotherapy, radiography, biomedical science and science degrees (including a major in developmental biology). Teaching is conducted at both the undergraduate and postgraduate levels.

Further details about the department can be found at: www.med.monash.edu.au/anatomy/

Position purpose

The Research officer performs a range of research-related activities (including administrative and operational responsibilities) to support the delivery and other activities associated with the research program.

The incumbent will work under the supervision of A/Prof Helen Abud and Dr Genevieve Kerr and will perform a range of activities (including accurate record keeping and organization) to support the operation of the Monash BDI organoid program. This involves the establishment, characterization and banking of organoid cultures, preparation of reagents, conducting biological assays and analysing data.

The position will play a key part in the preparation and quality control along with assisting in the collection of tissue samples, expansion and cryopreservation of organoid cultures.

Reporting Line: The position reports to Associate Professor Helen Abud

Supervisory responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

Key responsibilities

1. Assist in the preparation and quality control of reagents for organoid culture, maintain laboratory equipment and materials including the disposal of waste and ordering of supplies
2. Assist in the collection of tissue samples, expansion and cryopreservation of organoid cultures
3. Assist in the conduct of experiments including growth assays and drug response assays of organoid cultures
4. Assist in data collection, the analysis and preparation of results, reports and presentations
5. Provide administrative support for research projects and programs including the maintenance and use of electronic and paper based information systems, data bases, websites and records
6. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attendance at meetings and seminars
7. Comply with University policy, procedure and protocols in relation to the nature of the research being conducted
8. Other duties as required within the scope of the classification of this position

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a tertiary qualification in Science or in a relevant field, or
 - substantial relevant skills and work experience, or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Sound analytical and problem-solving skills, including the ability to practically apply theoretical principles and techniques to solve problems
3. Extensive expertise in cell culture (including thawing, freezing and maintaining cell lines; cell viability assays; reagent preparation; microscopy; micro-injections).
4. Histology experience (including sample processing, embedding and cutting; immunofluorescence) and basic molecular biology techniques (including DNA and RNA extractions) is preferred.
5. Prior experience/knowledge in the growth of organoid cultures.
6. High-level communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues and clients and maintain discretion
7. Demonstrated high-level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure
8. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required
9. A demonstrated understanding of confidentiality, privacy and information handling principles
10. Ability to work independently with some supervision, and within a team

Other job related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.