

Position description

Research Assistant (Structural & Molecular Biology)

Position number	
Department/Unit	Biochemistry and Molecular Biology
Faculty/Division	Medicine Nursing and Health Sciences
Classification (salary rates)	HEW level 5
Employment type	Full-time
Work location	Clayton campus
Date document created or updated	June 2015

Position purpose

Working under routine supervision, the Research Assistant is responsible for performing a range of research-related activities (including lab preparation, and operational and administrative duties) to support the delivery of research program outcomes.

Reporting Line: The position reports to the Head of laboratory, under routine supervision.

Supervisory responsibilities: Not applicable.

Financial delegation and/or budget responsibilities: Not applicable.

Organisational context

Monash University is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation.

For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Medicine, Nursing & 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 & 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 **Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique partnership between three leading schools in the broader Monash faculty of Medicine, Nursing and Health Sciences: (i) Biomedical Sciences; (ii) Australian Regenerative Medicine Institute; and (iii) Psychological Sciences. Our vision is to be renowned internationally for interdisciplinary research that delivers meaningful innovation, to improve health outcomes for our community. Our priority areas include: neuroscience, immunity and infection, stem cells and regeneration, cardiovascular disease, cancer and metabolic disease.

Our researchers have access to the latest platform technologies in the areas of cellular-, clinical- and neuro-imaging; cognitive and motor phenotyping; regenerative medicine; sleep and circadian neuroscience; structural biology; proteomics; cell sorting; monoclonal antibody generation and next-generation sequencing. Access to a range of clinical populations provides a strong translational focus for our work. The Faculty also hosts the Australian headquarters for the European Molecular Biology Laboratory (EMBL Australia) and Japan's Systems Biology Institute (SBI Australia).

The Faculty offers world-leading education programs at both undergraduate and postgraduate levels. Through innovative and research-led teaching and training approaches, our goal is to enhance the learning experience of students at Monash University and to equip them with necessary skills for a diverse career beyond their degree. Flagship courses include: Bachelor of Biomedical Sciences, Bachelor of Psychology (with Honours) and a suite of Medical Imaging and Radiation Science courses, as well as postgraduate training in the PhD, Clinical Psychology, Clinical Neuropsychology, and Biomedical Science.

To find out more, please visit us at www.med.monash.edu.au/biomed-psych/

The **Department of Biochemistry & Molecular Biology** is the largest of the seven departments within the School of Biomedical Sciences in the Faculty of Medicine, Nursing and Health Sciences. With revenue of over \$30 million in 2011, the department has been ranked as the premier department in the discipline since benchmarking of Australian departments began in 1998.

Key responsibilities

1. Assist in conducting experiments, including preparation, sampling, data collection and analysis and preparing results and reports.
2. Assist in preparing documentation (e.g. towards grant applications, research and conference papers), including undertaking literature reviews and data analysis.
3. Provide administrative and/or financial management support for research projects and programs, including maintaining/using information systems, databases, websites and record-keeping systems.
4. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars.
5. Maintain laboratory equipment and materials including the disposal of waste and ordering of supplies
6. Comply with University policy, procedure and protocols
7. Other duties as directed by the supervisor.

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a tertiary qualification in Life Sciences or Chemistry, or
 - substantial relevant skills and work experience in Structural Biology and/or Molecular Biology, 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. High-level communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues and maintain discretion.
4. High-level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure.
5. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required.
6. A demonstrated understanding of confidentiality, privacy and information handling principles.
7. Experience with tissue culture is advantageous.

Other job-related information

- Travel (e.g. to other campuses of the University) may be required from time-to-time.
- Additional and out of hours work (including evenings, weekends and public holidays) may be required.

- There may be peak periods of work during which the 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.