

# Position description

## Senior Research Assistant

Department/Unit	Anatomy and Developmental Biology
Faculty/Division	Medicine, Nursing and Health Sciences School of Biomedical Sciences
Classification	HEW Level 7
Work location	Clayton campus
Date document created or updated	4 January 2017

### Organisational context

Monash 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](http://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/](http://www.med.monash.edu.au/)

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, Medical Imaging and Radiation, Microbiology, Pharmacology and Physiology comprise over 100 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 100 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 Biological Sciences, please visit our website at [www.monash.edu/discovery-institute](http://www.monash.edu/discovery-institute) and [www.med.monash.edu.au/sobs/](http://www.med.monash.edu.au/sobs/).

The **Department of Anatomy and Developmental Biology** is one of six 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/](http://www.med.monash.edu.au/anatomy/)

## Position purpose

Working under broad direction the position is responsible for performing a range of research related activities in support and delivery of operational and strategic outcomes including administrative, financial and other activities associated with the research program.

- **Reporting Line:** The position reports to the ARC Future Fellow
- **Supervisory responsibilities:** This position has no supervisory responsibilities
- **Financial delegation and/or budget responsibilities:** This position has no financial delegation or budget responsibilities

## Key result areas and responsibility

The occupant will contribute to the research by performing a range of research related tasks, which may include any of the following:

1. Assist data collection, analysis and preparation of results and reports, drawing on expertise to continuously improve and achieve outcomes
2. Prepare documentation (e.g. for grant applications, research and conference papers) requiring the conducting of literature reviews and/or analysis of data
3. Provide high-level administrative and financial management support for research projects and programs including the maintenance and use of electronic and paper based information systems, data bases, websites and records
4. Be part of the team to deliver high-quality data collection and recruitment services, including leading, coaching and developing staff, planning and task allocation, performance management and monitoring output quality
5. 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
6. Comply with University policy, procedure and protocols in relation to the nature of the research being conducted
7. Other duties as required within the scope of the classification of this position

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - a. A PhD in Bioinformatics, Computer Science, Mathematics, Statistics would be desirable with significant research experience in the field of Bioinformatics, Computational biology, genomics and epigenetics
  - b. An equivalent combination of relevant experience and/or education/training

## **Knowledge and Skills**

2. Excellent knowledge and hands on experience in NGS data, particularly- ChIP-seq, RNA-seq, WGS, ATAC-seq, HiC and ChiA-PET and related genomics datasets
3. Able to work independently and in teams
4. Candidates should have excellent written and oral communication skills
5. High-level of project management skills with a record of successfully coordinating and/or supporting projects
6. Planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines
7. Ready to handle creative and challenging assignments
8. Willing to learn machine or deep learning, developing new bioinformatics tools
9. A demonstrated awareness of the principles of confidentiality, privacy and information handling

## **Other job related information**

- Travel to other campuses of the University may be required
- 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.