Senior Research Officer - Bioanalytical

Department/Unit	Centre for Drug Candidate Optimisation (CDCO)
Faculty/Division	Faculty of Pharmacy and Pharmaceutical Sciences
Classification	HEW Level 7
Work location	Parkville campus
Date document created or updated	April 2018

Organisational context

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You'll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you'll need to publish your work. We're a university full of energetic and enthusiastic minds, driven to challenge what's expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at www.monash.edu.

The **Faculty of Pharmacy and Pharmaceutical Sciences** is dynamic, innovative and ambitious, engaging in world-class research and being a leading education provider for over 130 years. We have two key research initiatives: the Monash Institute of Pharmaceutical Sciences and the Centre for Medicine Use and Safety, in which we engage some of the best equipped and most experienced pharmaceutical scientists in Australia. From a teaching perspective, our education curriculum - comprised of undergraduate, postgraduate and higher degrees by research programs - is purpose designed for the study of pharmacy and pharmaceutical science and taught by discipline experts. Our premises are located in 'the Parkville Strip', Australia's premier health and biomedical precinct, and offer world-class teaching facilities and research laboratories to our students and staff. To learn more about the Faculty, please visit our website: www.monash.edu/pharm/.

The Centre for Drug Candidate Optimisation (CDCO) is a collaborative research centre based within the Monash Institute of Pharmaceutical Sciences with expertise in biopharmaceutical lead optimisation to support drug discovery. We provide expertise and infrastructure in physicochemical property evaluation, drug metabolism and pharmacokinetics to multidisciplinary drug discovery teams for improved compound design, selection and progression. Established in 2003, we have collaborated with numerous drug discovery groups that have progressed 29 novel drug candidates into clinical development across disease indications including cancer, CNS disorders, cardiovascular disease and infectious diseases. To learn more about the CDCO, please visit our website: https://platforms.monash.edu/cdco/

Position purpose

The Senior Research Officer is responsible for overseeing and delivering high-quality research to support the operations of the CDCO bioanalytical team. The Senior Research Officer performs a range of significant and complex research activities that play a critical role in supporting the delivery of quantitative bioanalytical data. This includes the development of biological sample preparation procedures and quantitative analytical methods using LC/MS-MS. Other responsibilities include developing standard operating procedures, overseeing data analysis, instrument management and coordination, and resource planning, while ensuring a compliant and safe research environment.

The Senior Research Officer is a subject matter expert and provides specialist advice to clients, stakeholders and colleagues and delivers efficient research services in accordance with research protocols.

Reporting Line: The position reports to the Bioanalytical Section Leader

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

Key responsibilities

1. Contribute to planning and operational activities to share knowledge and expertise in the area of quantitative bioanalysis
2. Oversee and administer the delivery of a high-quality bioanalytical method development using LC/MS-MS, data analysis, interpretation of results and reporting to meet research objectives, timeframes, protocols and regulatory compliance requirements
3. Provide specialist and technical advice and/or training to staff and other stakeholders in the area/s of quantitative bioanalysis
4. Develop and maintain up-to-date specialist knowledge of new and innovative research methodology, equipment, technology, data management and analysis in the field of quantitative bioanalysis
5. Provide high-level research administration support which may include providing advice on, developing and supporting the preparation of papers for publication, research or technical procedures, standard operating procedures, grant applications, and reports
6. Provide support for budget management for the bioanalytical team, where required, including planning, and contributing to funding proposals
7. Oversee and co-ordinate the day-to-day operations of the quantitative bioanalytical team including experiment planning, testing or data collection activities, overseeing OHS safety measures, maintaining equipment and materials, waste disposal and ordering of supplies
8. Build and sustain partnerships, collaborations and networks with academic and other staff, relevant research bodies, service providers and functional areas

Key selection criteria

1. The appointee will have:
    - A degree qualification in Analytical Chemistry or Pharmaceutical Science with extensive relevant experience in LC/MS method development;
    - extensive experience and management expertise in quantitative bioanalysis and instrument maintenance/coordination; or
    - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive knowledge and experience in developing quantitative bioanalytical methods using LC/MS-MS, instrument maintenance, and troubleshooting
3. Experience in biological sample preparation for LC/MS analysis
4. Demonstrated experience in overseeing a successful research activity, with a focus on operational excellence
5. Highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines. This may include experience working within a quality management system
6. Demonstrated project management skills, with a proven record of successfully supporting research projects through to completion

7. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
8. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues
9. Highly-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialist or research knowledge
10. Demonstrated relationship management and consulting skills, including the ability to interact with, negotiate with and gain co-operation from internal and external stakeholders

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.