



## POSITION DESCRIPTION

Department of Medicine, Austin Health  
Melbourne Medical School  
Faculty of Medicine, Dentistry & Health Sciences

### Technical Assistant

POSITION NO	0040642
CLASSIFICATION	PCS 4
SALARY	\$61,552 - \$65,326 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time
EMPLOYMENT TYPE	Fixed-term position available for 12 months Fixed term contract type: Externally funded contract employment
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://hr.unimelb.edu.au/careers">http://hr.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Michael Hildebrand Tel +61 3 9035 7143 Email <a href="mailto:michael.hildebrand@unimelb.edu.au">michael.hildebrand@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

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[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Epilepsy Research Centre is based in the Department of Medicine at the Austin Hospital and Melbourne Brain Centre. Professor Samuel Berkovic and Professor Ingrid Scheffer began this research 25 years ago and their team continues to grow with both clinical and molecular genetic researchers. Dr Michael Hildebrand leads the molecular genetics laboratory. Broad research aims of the group include gene discovery and development of gene tests to diagnose epilepsies in children and adults, as well as to provide targets for development of new therapeutics.

The Epilepsy Research Centre continues to actively recruit participants; over 20,000 participants have been enrolled to date. The storage of biological samples from these participants, the recording of detailed personal, clinical and genetic data, and the integrity of these processes, is critical to the success of each research effort undertaken.

The appointee will be responsible for the validity and integrity of all research data entered into the centralised database. This will include meticulous data entry; including clinical data, recording of DNA samples; and ensuring genetic results are entered as complete and accurate. The appointee will register or oversee registration of all biological samples and manage the storage of DNA samples in the laboratory. The appointee will assist with different molecular biology techniques including DNA extraction, PCR etc. They will coordinate outgoing sample shipments requiring daily communication within and between both the clinical and molecular genetic teams and national and international collaborators. The appointee will keep accurate records of all tasks performed.

The appointee will be responsible for the ongoing maintenance and development of the centralised database to accommodate needs of both the clinical and molecular genetic research teams. They will act as a key 'link' between the two facets of the program. This will require liaising with other staff members and using problem solving skills to complete data entries or resolve inconsistencies, and to ensure all relevant paperwork is filed appropriately. They will contribute to the design and implementation of improved processes and be involved in quality control processes.

The appointee will provide technical and laboratory support to senior researchers as required and assist with ordering general laboratory supplies and maintaining the laboratory.

### ***1. Key Responsibilities***

- ▶ Undertake biochemical and molecular biology experiments, including DNA extraction
- ▶ Administrative research duties connected with the area of research and meticulous maintenance of databases pertaining to the area of research
- ▶ Facilitate workflows between clinical and molecular teams and with external collaborators
- ▶ To facilitate translational research into the epilepsies; undertaking molecular studies as required
- ▶ Data analysis of results using computer based programs
- ▶ To actively participate in research group laboratory meetings and departmental meetings and seminars.
- ▶ To actively engage with clinical and molecular genetics team members to ensure database integrity.

- ▶ Order general laboratory supplies as well as maintain the laboratory as required.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Associate Diploma in Applied Science or equivalent combination of training and/or experience
- ▶ Experience in a laboratory setting and familiarity with safety and sample handling procedures
- ▶ Experience with molecular biology protocols including DNA extraction, PCR and quality control methods.
- ▶ High level of proficiency in the use of database programs, spreadsheets and word processing
- ▶ A demonstrated ability to learn new techniques and follow established protocols and to collect and collate information accurately
- ▶ Sound knowledge of basic principles of tissue culture, molecular biology and biochemistry
- ▶ Well-developed interpersonal and collaborative skills including demonstrated capacity to work as both a team member and independently and good communication skills.
- ▶ Excellent organisational skills and the ability to undertake a range of tasks concurrently.
- ▶ A proven record of punctual attendance and reliability
- ▶ Meticulous attention to detail
- ▶ The ability to work effectively as part of a team and independently.

### **2.2 DESIRABLE**

- ▶ A background in medical research
- ▶ Experience with management of a large scale biological sample collections and logistics including transport rules and regulations
- ▶ Familiarity with FileMaker Pro database
- ▶ Previous experience with database development; a technical background in computer science would be highly regarded.

### **2.3 SPECIAL REQUIREMENTS**

- ▶ You need to be comfortable with, and have the ability to work with human samples

### ***3. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

### ***4. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

### ***5. Other Information***

#### **5.1 DEPARTMENT OF MEDICINE, AUSTIN HEALTH**

<http://www.austinmedicine.unimelb.edu.au/>

The Department of Medicine, Austin Health is a large department in the School of Medicine and is committed to high standards of teaching, research and clinical care. The Department has major programs in basic and applied research, has clinical responsibilities at Austin Hospital and Heidelberg Repatriation and contributes significantly to the undergraduate teaching program for medical students. The research base is broad with significant funding from NH&MRC and other competitive grant schemes. There are 70 academic, technical and administrative staff, and 55 students who are enrolled to pursue higher degrees from BSc (Hons), MSc, PhD and MD.

#### **5.2 EPILEPSY RESEARCH CENTRE**

<http://www.austinmedicine.unimelb.edu.au/research/epilepsy/index.html>

<http://www.epilepsyresearch.org.au/>

The Epilepsy Research Centre is a large cohesive research group within the Department of Medicine with a world-leading international profile. The Centre is currently comprised of more than 20 individuals including neurologists, research fellows, PhD students and research assistants. Our important Australia-wide and international study investigating the genetic causes of epilepsy has been ongoing for more than 20 years. The molecular genetic work is performed primarily in a laboratory located at the Melbourne Brain Centre, and by collaborating laboratories in Australia and internationally. The studies have been responsible for the identification of several epilepsy syndromes and the identification of many epilepsy genes. The research group is situated at the new Melbourne Brain Centre building at the Austin campus of Austin Health, Heidelberg.

### 5.3 MELBOURNE MEDICAL SCHOOL

[www.medicine.unimelb.edu.au](http://www.medicine.unimelb.edu.au)

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

### 5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

## 5.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

## 5.6 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>