POSITION DESCRIPTION

THE UNIVERSITY OF MELBOURNE

Department of Microbiology and Immunology
Faculty of Medicine, Dentistry and Health Sciences

Senior Research Officer/Laboratory Manager

POSITION NO	0045772
CLASSIFICATION	Research Fellow Grade 2, Level B or Senior Research Fellow, Level C Level of appointment is subject to qualifications and experience.
SALARY	$ 98,775 - $117,290 p.a. (Level B) $120,993 - $139,510 p.a. (Level C)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term for 1 year Fixed term contract type: Research
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Fabienne Mackay Tel +61 3 8344 2726 Email fabienne.mackay@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The successful applicant will join the research program of Professor Fabienne Mackay within the Department of Microbiology and Immunology in the School of Biomedical Sciences at the Doherty Institute. The Senior Research Officer / Laboratory Manager is the second in command who will work across the entire breadth of research associated with the BAFF Laboratory led by Professor Fabienne Mackay. The position will focus on managing a large number of projects and processes simultaneously and involve engagement with a large number of laboratories across the University, across Australia and internationally.

Reporting to the Head of the laboratory, the incumbent will be responsible for the day to day management of the laboratory, laboratory equipment, staff and student training, and will support the Head of the laboratory in the preparation of publications, grant applications, and ethics and compliance applications and reporting. The responsibility extends to effective management of the budget, monthly reports on expenses and centralisation of purchases for recording and rationalisation of orders. The incumbent is expected to make sure that students are properly trained and supervised either directly or by laboratory post-doctoral mentors. The BAFF laboratory has a number of new innovative projects emerging and the incumbent will be expected to participate in research and publication and make a significant academic contribution to the development of these research areas.

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- Manage the laboratory and ensure smooth progressions of projects
- Control the purchase of laboratory reagents and ensure that spending is justified and orders not duplicated. Regularly, review budget with the laboratory head
- Ensure that mouse breeding cost and experiments are justified, and experiments terminated without unnecessary delays keeping mice on the shelves. Regularly do breeding stocktake to eliminate unnecessary husbandry cost.
- Supervise mouse genotyping results. Make sure that the data is accurate, troubleshoot when needed.
- Ensure compliance (mouse/human ethics clearance, OHS) by reviewing documents prepared by students and post-doctoral fellows. Make sure that compliance reports are written and submitted on time.
- Oversee correspondence in relation to reagent requests, mouse shipping and material and transfer agreements.
- Provide weekly written report to the laboratory head on the laboratory's activity and up-date the laboratory head on any issues requiring attention.
- Organise regular laboratory meetings with the Laboratory Head.
- Undertake research and generate publishable data from an independent research project.
- Maintain accurate and detailed records of all experiments conducted and be responsible for qualitative and statistical analysis of research data and to communicate this information to the Chief Investigators and collaborators
- Develop effective timelines and milestones based on goals of the research programme
- Assist other researchers in carrying out experiments in order to work as a team and further the laboratory's research output

- Be responsible for qualitative and statistical analysis of research data and to communicate this information to the Chief Investigators and collaborators

1.2 TEACHING AND LEARNING

- Oversee the supervision, training and scientific mentoring or research higher degree students, by providing students with clear instructions and timelines, monitoring their progress weekly, identify collaborators to show/detail specific techniques, ensure that work is done in a timely fashion.

1.3 ENGAGEMENT

- Assist with the preparation of manuscripts for publication by preparing or supervising the preparation of high quality figures and text by the laboratory members, supervise grant writing from post-doctoral fellows and ensuring that grant preparation is commenced ahead of time.
- Attend and contribute to lab meetings
- Oversee the recruitment of excellent master, honours and PhD student through a rigorous interview process and careful analysis of credentials.
- Present experimental results at local, national and international forums
- Attend and actively participate in departmental seminars, meetings and/or committee memberships

1.4 SERVICE AND LEADERSHIP

- Independent preparation and submission of competitive grant applications relating to the appointee's research program
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

2. Selection Criteria

2.1 ESSENTIAL

- PhD in Immunology/biomedical sciences or related field
- Expert background in T-cell immunology
- Strong publication track record relative to career stage
- Substantial experience in molecular biology (DNA constructs, PCR), flow cytometry, cell culture, ELISA, histology, confocal microscopy and intra-vital imaging techniques for the detailed analysis of immune responses
- Demonstrated ability to work with mice and other laboratory animals according to ethical guidelines and ability to work with animal models, including an understanding of mouse genetics when breeding genetically-modified mice.
- Excellent ability in analysing data and the preparation of publication quality figures, problem solving and maintaining accurate research records

- Experience in human and animal ethics writing and reporting
- Demonstrated ability to apply for grant or fellowship support
- Strong organisation and management skills including experience with compliance, accurate recording and analysis of data generated from research undertaken
- Demonstrated experience in using initiative, supervision of students and research assistants and the ability to prioritise tasks to achieve project objectives within timelines
- Excellent written and verbal communication skills, demonstrated by presentation of research results at conferences, internal forums and through manuscript submissions
- Demonstrated ability to work as a member of a research team and interact in a courteous and effective manner with academic, administrative and support staff
- Ability to adhere to the principles of “good laboratory practices”

2.2 DESIRABLE

- Experience in bioinformatics and analysis of next-generation sequencing data
- Track record of successfully securing competitive research funding
- Experience in independently leading a research project or program

2.3 SPECIAL REQUIREMENTS

- N/A

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 deserve 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 MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at http://www.microbiol.unimelb.edu.au/ and http://bsac.unimelb.edu.au/.

5.2 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:
http://www.doherty.unimelb.edu.au

5.3 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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