**Appendix A**

**POSITION DESCRIPTION**

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| **Position Description Classification Approved** | **Date** |
| Human Resources Branch |  |

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| **POSITION DETAILS** |  |
| **Position Title:** | **Research Officer** |
| **Position Number:** | 00021032 |
| **Classification:** | HEO5 |
| **Faculty/Division:** | Health and Medical Sciences |
| **School/Branch:** | Adelaide Medical School  |
| **Reports to (position title):** | NHMRC Snr Res Fellow |
| **Delegations:** | Nil |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability
* Occasional out of hours work is required.
* Travel between locations where University research work is undertaken may be required.
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| **Significant Working Relationships:** | * Adelaide Medical School Academic and Professional Staff
* Laboratory Animal Services staff
* Other research groups
* Postgraduate, honors and undergraduate students
* Other external bodies, research centres and research institutes
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| **POSITION SUMMARY** |
| The University of Adelaide is a leading research-intensive and teaching University comprising five faculties, including the Faculty of Health and Medical Sciences.The Faculty of Health and Medical Sciences is comprised of five schools and a number of disciplines, research centres and institutes, the Faculty is recognized as a world leader in health education and research, our programs are informed by cutting-edge research integrated with high quality learning. Our academics include outstanding staff that are national and international leaders in their fields, providing a transformational student centred learning experience.The Adelaide Medical School encompasses the disciplines of General Practice, Medical Sciences, Medical Specialties, Paediatrics & Reproductive Health, Rural Health and Surgical Specialties. It is one of five schools and is made up of academics, researchers and clinical titleholders.The Ovarian Cell Biology research group is seeking an enthusiastic, motivated and organized person to work within the team as a Research Officer. The Ovarian Cell Biology research group is led by Prof Rebecca Robker and Prof Darryl Russell and is based at the Adelaide Health and Medical Sciences building in the Adelaide biomedical district. The group is at the forefront of basic science research in reproductive and developmental biology; and is focused on discovering how the ovary generates good quality oocytes and releases them at the right time for fertilization and embryogenesis. The work is uncovering fundamental new biology that has applications for the development of infertility treatments for women, therapies for optimizing animal reproduction and new contraceptives, as well as important implications for women’s health policies. Working under general supervision, the Research Officer will be responsible for providing research support and technical assistance across a number of exciting projects. The technical assistance duties will involve mouse handling and tissue collection, conduct of basic cell biology experiments and data analysis.  |

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| **KEY RESPONSIBILITIES** |
| Research Support | * Perform research study duties, such as
	+ Mouse handling and dissection
	+ molecular biology techniques
	+ histological and microscopy techniques
* Analyse and interpret research data
* Conduct standard cell and molecular biology protocols in the laboratory.
* Manage day-to-day running of the laboratory; including ordering and inventory, equipment maintenance and training, animal ethics applications and reports.
* Attend floor management meetings and provide relevant summaries following as required.
* Present at lab meetings and prepare written data summaries and/or manuscripts as required.
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| Administrative Support and Laboratory Management | * Assist with preparation applications and reports required for animal and human ethics committees, as appropriate
* Maintain comprehensive records of laboratory reagents.
* Assist with laboratory financial and human resources management
* Ensure OH&S processes are implemented, as per appropriate guidelines.
* Train students and/or new lab members in laboratory techniques
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| Other reasonable duties commensurate with classification level. |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A
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| **CAPABILITIES AND BEHAVIOURS** |
| Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**1. Experience in a research laboratory, preferably in cell or molecular biology.
2. Experience in laboratory protocols and technical procedures including, rodent tissue collection, molecular biology techniques, histological and microscopy techniques.
3. Experience in working with animals.
4. Familiarity with laboratory management and safety procedures.
5. Excellent analytical skills and meticulous organisational and record keeping skills.
6. High level organisational skills and an ability to meet tight deadlines.
7. Background in reproductive biology and/or embryology (Desirable).

**Qualification/s:**1. A completion of a degree with subsequent relevant work experience; or
2. An equivalent combination of relevant experience and/or education/training
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