POSITION DESCRIPTION

THE UNIVERSITY OF MELBOURNE

School of BioSciences
Faculty of Science

Research Assistant - Metabolomics Australia

POSITION NO	0031317
CLASSIFICATION	PSC 5
SALARY	$68,892 – $79,130 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Fixed-term until 31 December 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
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	Dr Siria Natera or Zofia Felton Tel +61 3 9035 9889 or +61 3 8344 4099 Email s.natera@unimelb.edu.au or zfelton@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 Research Assistant will work under the direction of the Metabolomics Australia (MA) Principal Investigators and other senior members of the MA laboratory and contribute to programs funded by MA, a National Collaborative Research Infrastructure Strategy (NCRIS) investment. The objective of MA is to provide state-of-the-art metabolomics services to Australian researchers (from academia, industry and Government) with supporting computational and data storage capacity. This position will be based at the School of BioSciences node of MA.

The Research Assistant will be involved in delivering analytical metabolomics services to MA clients. The incumbent will be responsible for the delivery of complex scientific services in the platform and for liaising with staff in MA nodes in other national locations to ensure service deadlines and standards are met. In addition, the Research Assistant will provide technical knowledge and oversee the operations of advanced laboratory instruments such as Gas Chromatography Mass Spectrometers (GC-MS).

1. Key Responsibilities

- Contribute to the Metabolomics Australia projects within the School of BioSciences node of MA in its aims of meeting key milestones, through the provision of research support activities.
- Operate and maintain advanced GC-MS laboratory instruments, provide technical advice and training to new users, and ensure the facilities are well maintained.
- Collaborate with different research personnel of the other Metabolomics Australia nodes at University of Melbourne's Bio21 Institute, Australian Wine and Research Institute, Murdoch University, University of Western Australia and University of Queensland, to coordinate the promotion of the facilities amongst potential users and the development and implementation of metabolomics technologies across the various nodes and, in so doing, ensure the successful operation of Metabolomics Australia.
- Foster partnerships to advance research by performing and having direct input into clients' metabolomics research projects, as defined by the lead investigators and to liaise as required with the broader research community utilising the Metabolomics Australia facilities.
- Ensure that accurate records of all experiments are kept in line with the reporting mechanisms and expectations of the School of BioSciences and the Commonwealth Government NCRIS funding body (and University policy and procedure).
- Develop a clear understanding of the analytical service delivery role of the Metabolomics Australia and actively participate in the delivery of these services by producing high quality data and protocols in the area of metabolomics research and analytical methodologies through liaison with staff and peers, reading relevant literature and attendance at meetings and seminars. Develop new techniques and validate these for service provision.
- Produce accurate and detailed reports for clients as required, in a timely manner.
- Contribute to reports and preparation of research work and actively participate and contribute in regular meetings.
- 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

- BSc Honours, Masters, or equivalent, in analytical chemistry or a related discipline.
- A strong background in analytical chemistry and/or biochemistry in the context of working with biological material.
- Demonstrated experience in GC-MS-based analytical techniques such as independent use of GC-MS instrumentation and processing of associated data.
- Demonstrated ability to work independently and within a collaborative/team research environment.
- Excellent interpersonal and communication skills, both oral and written.
- Excellent organisational/time management skills with a proven ability to meet deadlines and manage multiple tasks and competing priorities.
- Proven ability to provide support for research staff through conducting experiments, collating and analysing data, and preparing results and reports.
- Advanced computer skills.
- Ability to maintain high quality records.
- Ability to maintain, and train others in, the proper use of instruments/equipment/facilities.
- Demonstrated commitment to the delivery of quality service to clients and to continuous improvement of the standard of service.

2.2 DESIRABLE

- Evidence of previous experience in the field of metabolomics.
- Evidence of involvement or experience in analytical service delivery.

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 SCHOOL OF BIOSCIENCES

http://biosciences.unimelb.edu.au

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to four research clusters: Ecology, Evolution and Environmental Science; Genetics, Genomics and Development; Plant Science and Computational Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

5.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than $290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately $70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately $56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

*Figures from the latest available data for 2015, including published international rankings data.

5.3 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.

5.4 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.

5.5 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