



POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity
Faculty of Medicine, Dentistry and Health Sciences

Clinical Research Support and Systems Administrator

POSITION NO	0044711
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 for 18 months 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	Ms Ajantha Rhodes Tel +61 3 8344 3611 Email: ajantha.solomon@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

The Clinical Research Support and Systems Administrator will conduct laboratory research in the laboratory of Professor Sharon Lewin's research team at the Doherty Institute with day to day supervision by the Laboratory Manager and senior researchers as required. The appointee will be a member of the team working on an externally funded project grant investigating the mechanisms of HIV persistence on antiviral therapy and other activities related to HIV clinical trials as directed. As part of the clinical research team, the appointee will contribute to several projects and will require expertise in cellular immunology and/or molecular techniques.

With the support and guidance from the Laboratory Manager, the successful candidate will be expected to perform and analyse experiments initially under supervision and independently following training. The appointee will also assist with statistical analysis of research data and data presentation in clinical research projects, as well as assist with the preparation of paperwork required for laboratory and workspace Occupational Health and Safety Audits. The Clinical Research Support and Systems Administrator will be expected to undertake a combination of laboratory and departmental administrative duties.

1. Key Responsibilities

- ▶ Participate in collection and storage of human samples as part of clinical trials
- ▶ Perform experiments as part of the clinical team including cell sorting, nucleic acid extraction, PCR, and flow cytometry
- ▶ Maintenance and updating of the clinical specimen repository using the biobanking informatics platform
- ▶ Provide research support for research scientists and students in the laboratory by undertaking experimental and technical activities as requested by the laboratory manager
- ▶ Maintain accurate and detailed records of all experiments in a communal electronic lab notebook
- ▶ Contribute to the day to day organisation of the laboratory including ordering reagents, maintenance of equipment and maintaining stocks of reagents
- ▶ Maintain and manage quality control practices for the research data, including maintenance of accurate data using compliant storage standards, considering confidentiality and ethics along with strict adherence to study protocols
- ▶ Maintain and optimise workflow of laboratory and office process
- ▶ Follow PC2 and PC3 safety guidelines
- ▶ Attendance and participation in laboratory group meetings, departmental meetings and seminars
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary qualification in virology or immunology or related field and relevant experience
- ▶ Experience in laboratory research that supports clinical trials and using human specimens
- ▶ Advanced experience in excel and data management software and the ability to use clinical laboratory systems in place to manage and organise data
- ▶ Experience in data management and the ability to manage a laboratory and clinical specimen repository
- ▶ Understanding of how to store patient samples and related patient information with particular attention to confidentiality
- ▶ Excellent ability in maintaining accurate research records
- ▶ Excellent organisational/time management skills with a proven ability to meet deadlines and manage multiple tasks and competing priorities.
- ▶ Excellent interpersonal and communication skills, both oral and written
- ▶ Demonstrated ability to work independently and within a collaborative/team research environment
- ▶ Experience in troubleshooting laboratory protocols and reagents
- ▶ Proven ability in analysing data and problem solving

2.2 DESIRABLE

- ▶ Experience in presentation of research results at conferences, internal forums and through manuscript submissions
- ▶ Experience in molecular and immunology techniques such as flow cytometry and PCR

2.3 SPECIAL REQUIREMENTS

- ▶ This position may include work that is commercial-in-confidence and the appointee will be required to sign an agreement to assign intellectual property rights to The University of Melbourne
- ▶ Some work outside standard office hours will be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position will receive general direction from and report to the laboratory manager. The appointee is expected to be highly motivated and will work as part of the research team. In this position the incumbent is expected to independently establish and prioritise an appropriate work-flow for the management of day-to-day tasks associated with the research project.

3.2 PROBLEM SOLVING AND JUDGEMENT

The appointee must be able to communicate effectively with other staff members and encourage a pleasant work environment. The appointee is expected to demonstrate initiative, judgement and problem solving ability with respect to laboratory maintenance. The appointee will make independent judgements, based on experience, knowledge and expertise, to evaluate problems and provide solutions in the laboratory.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires an understanding of “Good Laboratory Practices” and some knowledge of processing of clinical samples which comes predominantly from technical experience. Advanced experience in excel and data management software is essential in this position to maintain and manage the clinical specimen repository and laboratory equipment. The appointee will manage a number of tasks, learn to prioritise workloads and work within time constraints.

3.4 RESOURCE MANAGEMENT

The appointee will monitor supplies related to the maintenance of the clinical sample repository and notify the supervisor when stock levels are getting low.

3.5 BREADTH OF THE POSITION

The appointee will provide research and administrative support to assist in the running of the laboratory. The ability to interact productively and reliably with students and research staff is essential for this role.

4. 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 strive for excellence and reach the targets of Growing Esteem.

5. 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.

6. Other Information

6.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

Further information about the Doherty Institute is available at:

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

6.2 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.

6.3 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>.

6.4 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.

6.5 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>