



POSITION DESCRIPTION

Department of Obstetrics and Gynaecology
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant – Translational Obstetrics Group

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| POSITION NO | 0040019 |
| CLASSIFICATION | Research Assistant (Grade 2, Level A) |
| WORK FOCUS CATEGORY | Research Focused |
| SALARY | \$73,669 - \$99,964 p.a. (pro-rata for part-time) |
| SUPERANNUATION | Employer contribution of 9.5% |
| WORKING HOURS | Full-time/part time |
| EMPLOYMENT TYPE | Maternity leave replacement for 12 months. |
| 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 , 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 | A/Prof Tu'uhevaha Kaitu'u-Lino t.klino@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 websites:

about.unimelb.edu.au/careers

Position Summary

The Translational Obstetrics Group is based at The Department of Obstetrics and Gynaecology, University of Melbourne at Mercy Hospital for Women, Heidelberg.

The Translational Obstetrics Group is a dynamic group conducting some exciting studies aimed at developing new diagnostics and treatments for major diseases of pregnancy. Several current projects involve the development of biomarker tests to predict the onset of obstetric diseases, as well the development of treatments for preeclampsia and ectopic pregnancies. We currently have a 12-month maternity leave replacement position available for an experienced Research Assistant. The person will work full time (1.0) or a minimum of 0.8 FTE. An enthusiastic applicant who is interested in translational medicine and who is an experienced all-rounder will be viewed very favourably. We also welcome junior applicants who have a strong desire and willingness to learn.

This position will report to A/Prof Tu'uhevaha Kaitu'u-Lino.

1. Key Responsibilities

1.1 RESEARCH

- ▶ Undertaking key techniques in the laboratory relating to the understanding of diseases of pregnancy including qRT-PCR and ELISA
- ▶ Dissection and preparation of human tissues and samples
- ▶ Ensuring that all experimental work is appropriately recorded
- ▶ Participation in weekly group meetings and discussions, and contribution to the planning of experiments, interpretation of results and preparation of data for publication
- ▶ Maintaining accurate documentation and record keeping of the work and laboratory consumables/reagents, helping to prepare orders, and keeping the laboratory tidy and clean
- ▶ Administrative research duties connected with the area of research, including preparation and maintenance of databases pertaining to the area of research

1.2 SERVICE AND LEADERSHIP

- ▶ Prepare and, with experience, present scientific data for oral communication
- ▶ Contribute to team meetings through participation in discussions or related research publications and the presentation of research data for discussion
- ▶ Collaborate with members of the research team and key stakeholders as required
- ▶ Assist with teaching of techniques to students
- ▶ Undertake other duties commensurate with the position as requested by your supervisor

1.3 ENGAGEMENT

- ▶ Active participation in some outreach activities relating to research and scholarship
- ▶ Effective liaison with external networks to foster collaborative partnerships
- ▶ Involvement in professional activities, including consultations and referrals
- ▶ 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

- ▶ A BSc (Honours) or equivalent in biological sciences or biomedical sciences and research experience in a relevant discipline
- ▶ Experience in the techniques of cell and molecular biology, in particular qRT-PCR, tissue culture and protein studies (ELISA, Western Blot, Immunohistochemistry)
- ▶ Demonstrated ability to collect and collate information accurately and reliably
- ▶ Excellent organisational skills and the ability to undertake a range of tasks concurrently
- ▶ Demonstrated computer skills, including spreadsheets, database programs, image analysis, statistics and word processing
- ▶ Demonstrated ability and willingness to learn new techniques and follow established protocols
- ▶ Well-developed interpersonal skills including demonstrated capacity to work as both a team member and independently and excellence in written and oral communication

2.2 DESIRABLE

- ▶ Previous experience with bacterial cloning, plasmid DNA and viral vector preparation
- ▶ Previous experience with immunohistochemistry

2.3 SPECIAL REQUIREMENTS

- ▶ Laboratory researchers are required to be fully immunized against Tetanus and Hepatitis B
- ▶ This position requires the incumbent to work flexible hours when necessary, including after hours and weekend work. Work hours may be flexible provided the needs of the projects are met

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 strive 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 OBSTETRICS AND GYNAECOLOGY

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

The University Department of Obstetrics and Gynaecology is responsible for teaching Obstetrics, Gynaecology and Neonatal Paediatrics, to undergraduate medical students. Currently, each year approximately 300 medical students spend 9 weeks attached to the Department during the fifth year of their medical course. In addition, there are a number of higher degree students pursuing full-time or part-time research through the Department. These include Advanced Medical Science, Doctor of Medicine, Master of Science and Doctor of Philosophy students.

The Vision of the Department is to be an internationally recognised centre of excellence for academic Obstetrics, Gynaecology and Neonatal Paediatrics, and its Mission is to provide a high quality academic service across a broad range of clinical, educational and research activities within its associated teaching hospitals, and especially at its major centres, the Royal Women's Hospital and the Mercy Hospital for Women.

Other associated teaching hospitals are the Sunshine Hospital in the western suburbs of Melbourne, in particular the Joan Kirner Women's and Children's at the Sunshine Hospital, the Northern Hospital to the North of Melbourne, and the Ballarat Hospital and Goulburn Valley Hospital (Shepparton), both of which are linked to the Rural Health Academic Centre. <https://medicine.unimelb.edu.au/school-structure/rural-health>

The Department of Obstetrics and Gynaecology has a strong research base with a history of significant competitive grant funding success from external, peer reviewed, grant awarding bodies. Particular areas of current research strength include maternal fetal medicine, neonatal paediatrics, women's health, andrology, gynaecological oncology and reproductive biology.

Staff of the Department include clinical academics, research fellows, research assistants, administrative personnel and a large number of teaching associates associated with the various teaching hospitals involved in the Department's undergraduate teaching programme.

The origins of the University of Melbourne Department of Obstetrics and Gynaecology can be traced back to 1924, when the Victorian Branch of the British Medical Association appointed a committee under the leadership of Dr J W Dunbar Hooper "to enquire into the condition of midwifery work" in Victoria.

5.2. THE MELBOURNE MEDICAL SCHOOL

<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 nine clinical departments (Clinical Pathology, 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.

5.3. THE FACULTY OF MEDICINE, DENTISTRY & HEALTH SCIENCES

<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 2010 gross revenue was in excess of \$400M. Approximately 50% of this income relates to research activities.

The Faculty has a student teaching load in excess of 6,000 equivalent full-time students including more than 1,000 research higher degree students. The Faculty has approximately 1,600 staff comprising 500 professional staff and 1100 research and teaching staff.

5.4. 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>.

5.2 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.3 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 <https://about.unimelb.edu.au/strategy/governance>

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