

RESEARCH OFFICER

DEPARTMENT/UNIT	Monash Biomedicine Discovery Institute
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Monash Biomedicine Discovery Institute (BDI)** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The Institute and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 120 research groups and deliver discipline-focused teaching into our flagship Bachelor of Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and provide world-class teaching and learning space for Biomedical Sciences.

The BDI comprises six inter-disciplinary health-focused research Programs, each led by a renowned leader in the field. The BDI programs include Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolism, Diabetes and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research; and will be closely aligned with the Victorian Heart Hospital (VHH), which is being built on the Clayton Campus. For more information about the BDI please visit our website at www.monash.edu.au/discovery-institute.

Led by Monash University, [The mitoHOPE \(Healthy Outcomes Pilot and Evaluation\)](#) Program has formed an Australian-wide consortium to conduct a mitochondrial donation and reproductive options pilot program. This includes Professor John Carroll, Director of BDI, together with Professor Mary Herbert, Professor of Reproductive Biology, lead a research program to underpin a clinical trial designed to determine the safety, efficacy and feasibility of implementing mitochondrial donation treatment in Australia. The program will also increase health practitioner knowledge about mtDNA disease and provide data justifying its ongoing use in the Australian Health system.

The mitoHOPE Program was developed in collaboration with the Mito Foundation whose advocacy for the mito community led to the introduction of Maeve's Law. The program will continue to work with the Mito Foundation and the mito community to ensure optimal implementation of all aspects of The mitoHOPE Program, in particular the clinical trial.

The mitoHOPE Program is funded by the Medical Research Future Fund (MRFF) as well as contributions from the involved organisations.

Monash and the Faculty of Medicine, Nursing and Health Sciences values staff diversity and champions inclusive practices. We are committed to equitable decision making and apply the principles of [achievement relative to opportunity](#) in our selection processes.

POSITION PURPOSE

The Research Officer performs a range high-quality research services and complex research activities that play a critical role in supporting the delivery of mitoHOPE Program outputs. This includes ensuring compliance of research involving human gametes and embryos with regulatory requirements, undertaking tasks such as experiments using specialised equipment, developing operating procedures, data analysis, research administration (including data collation and document management and research-related applications), computing, planning and scheduling, while ensuring a compliant and safe research environment.

The Research Officer works closely with researchers and The mitoHOPE Program stakeholder community to understand requirements for the Program and operates with excellence in process and judgement to provide efficient research services in accordance with research protocols and standards.

Reporting Line: The position reports to Professor of Reproductive Biology and a Chief Investigator on the mitoHOPE Program

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and coordinate a range of research and administrative tasks including providing laboratory/research support services to ensure compliance with regulatory requirements, scheduling bookings, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols
2. Provide supervision, training and guidance to staff where applicable, including overseeing compliance with regulatory requirements technical or research standards and protocols
3. Keep abreast of developments, activities and protocols in relevant research areas through liaison with staff and peers, reading relevant literature and attending meetings and seminars
4. Contribute to the preparation of reports and other documentation for research leaders, committees, including regulatory bodies, funding bodies and other relevant stakeholders
5. Actively participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards with specific responsibility for coordinating transfer and storage and audit of biological material donated for use in the research project, including performing oocyte *in vitro* maturation and vitrification.
6. Build and sustain effective working relationships with a network of colleagues, research collaborators and other stakeholders to support and facilitate research objectives
7. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in a relevant field with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. High-level analytical, technical, data analysis and research skills and a demonstrated capacity to develop and implement effective technical and research processes and systems
3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Excellent and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes

5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required
7. Highly-developed written and verbal communication skills, including the ability to interact with a diverse range of stakeholders and negotiate positive outcomes to complex issues
8. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems
9. Prior experience working with human samples in a research laboratory setting, including the establishment of confidential data recording processes
10. Sterile techniques required for tissue culture

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.