

<b>Position Title</b>	Senior Technical Officer
<b>Classification</b>	Level 7
<b>School/Division</b>	School of Human Sciences
<b>Centre/Section</b>	Australian Centre for RNA Therapeutics in Cancer
<b>Supervisor Title</b>	RNA Production Facility Manager
<b>Supervisor Position Number</b>	321859
<b>Position Number</b>	322324

### **Your work area**

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The newly established Australian Centre for RNA Therapeutics in Cancer (ACRTC) at The University of Western Australia (UWA) facilitates collaborations between RNA innovators, oncologists, consumers, and patient advocates. The aim is to design, synthesise, test, and improve RNA products for cancer treatment. To support the ACRTC as well as local external customers, a dedicated RNA manufacturing facility called the **RNA Innovation Foundry** has been fully funded by the National Collaborative Research Infrastructure Scheme, the WA state government and UWA. The RNA Innovation Foundry focuses on manufacturing quality mRNA suitable for pre-clinical research that negates the need for individual laboratories to establish and maintain their own production. The facility will provide scale-up manufacturing capacity for RNA products to WA customers and support therapeutic research translation.

### **Reporting structure**

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Reports to: RNA Production Facility Manager

### **Your role**

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As the appointee, under broad direction, work independently and provide technical design and support to the synthetic biology/DNA workflow of the RNA Innovation Facility. You will be responsible for contributing to and supporting projects in RNA innovation with university researchers, research institutes, and industry partners. You will be expected to work between experimental design and execution of the DNA/synthetic biology aspects of the mRNA production workflow. You will conceptualise, design, and perform various molecular biology methodologies and genomic techniques, including DNA extraction from E-coli, plasmid extraction, modification and purification, PCR, and various sequencing and cloning techniques.

### **Your key responsibilities**

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Apply extensive and in-depth technical knowledge to contribute in all aspects of synthetic biology, molecular biology and characterisation of DNA, to the development of mRNA products for the Foundry, including in research and development

Oversee and perform experimentation involving DNA construct design, cloning, molecular biology and associated characterisation (eg. Sequencing) of DNA constructs

Supervise, train and manage staff, ensuring effective allocation of duties, high performance, safety, compliance and efficient technical operations

Train staff and students in protocols, procedures, techniques, methodologies and relevant analytical techniques

Review and devise operational procedures and processes for synthetic biology workflows of the facility; maintaining detailing records of protocols, procedures, techniques, methodologies and data sets and Quality Management System (QMS)

Oversee, develop and implement localised safe systems of work for all staff and students, conduct reviews, supervise and assist with the provision of safety training and expert advice for the work area in relation to the risk profile

Ensure compliance for the work area with any regulators, licencing agents and governing bodies

Coordinate and facilitate validation and Quality Control activities

Other duties as directed

### **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification in molecular biology, biotechnology, or related disciplines or demonstrated equivalent competency

Demonstrated knowledge and high-level proficiency in the research, understanding and application of molecular biology, PCR, RNA and DNA handling, DNA/RNA library construction chemistries and sequencing technologies

Demonstrated knowledge and experience in safety management and procedures, especially those associated with a laboratory-based setting, including a comprehensive knowledge of and experience with regulations on chemical/biological environment, health and safety and chemical handling

Well-developed technical skills and problem-solving capability to assist with troubleshooting experimental procedures

Highly developed written and verbal communication skills, including experience in technical writing for Standard Operating Procedures, manuals and other quality documentation

Proficiency in a range of computing skills, including word processing, spreadsheets, databases, email or online/internet-based systems

Highly developed organisational skills with the demonstrated ability to set priorities and meet deadlines

Ability to work independently, show initiative, problem solve and work productively as part of a team

### **Special requirements (selection criteria)**

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Occasional interstate travel may be required

### **Compliance**

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Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).