



## POSITION DESCRIPTION

Department of Microbiology and Immunology  
School of Biomedical Sciences  
Faculty of Medicine, Dentistry and Health Sciences

### Research Assistant

<b>POSITION NO</b>	0059105
<b>CLASSIFICATION</b>	Research Assistant Grade 2 (Level A)
<b>SALARY</b>	\$77,171 - \$104,717 p.a. (pro-rata for part time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (part-time considered)
<b>BASIS OF EMPLOYMENT</b>	Fixed term position for 1 year
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	A/Prof Alexandra Corbett Tel +61 3 8344 9914 Email <a href="mailto:corbetta@unimelb.edu.au">corbetta@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The Doherty Institute at the University of Melbourne seeks a highly motivated Research Assistant to join the research program of A/Prof Alexandra Corbett within the Department of Microbiology and Immunology at the Peter Doherty Institute. The Corbett Lab aims to understand the biology of a specialised T cell subset, Mucosal-associated Invariant T (MAIT) cells.

The successful candidate will work within a dynamic team led by A/Prof Corbett, across a range of projects. The role includes i) mouse work (monitoring and procedures, experimental work on mouse tissues, contributing to management of mouse lines and ethics approvals), ii) cell-based assays and flow cytometry, including research with human blood cells iii) data analysis, interpretation and presentation, iv) routine house-keeping responsibilities and v) supporting staff and student training.

The successful candidate will be enthusiastic with a strong interest in immunology. They must have exceptional organisational skills, possess the ability to work within a team atmosphere and be a self-starter.

The School of Biomedical Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

- Collaboration
- Compassion
- Respect
- Integrity
- Accountability

## ***1. Key Responsibilities***

### **1.1 RESEARCH AND RESEARCH TRAINING**

- ▶ Contribute to the laboratory's research program focussing on understanding the biology of Mucosal-associated Invariant T (MAIT) cells.
- ▶ Independently, and alongside other researchers, plan and carry out experiments accurately and reproducibly, focused on completion of research project aims to meet agreed timelines and milestones.
- ▶ Work closely with supervisors and collaborators to ensure timely and efficient progress towards project aims.
- ▶ Maintain accurate and detailed records of all experiments conducted.
- ▶ Contribute to lab maintenance activities.
- ▶ Be responsible for qualitative and statistical analysis of research data and to communicate this information to supervisors and the team.

### **1.2 TEACHING AND LEARNING**

- ▶ Contribute to teaching, training, scientific mentoring and supervision of students and new laboratory staff as required.
- ▶ Assist other researchers in carrying out experiments in order to work as a team and further the Department's research output.

### **1.3 ENGAGEMENT**

- ▶ Attend and contribute to lab meetings.

### **1.4 SERVICE AND LEADERSHIP**

- ▶ Assist with administrative duties such as submission of animal ethics and OGTR approvals and with general laboratory duties.
- ▶ Perform other duties as requested by the appointee's immediate supervisors consistent with responsibilities of the funding bodies and the Department.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ BSc (Honours) degree or equivalent with a major in Immunology, Microbiology or a related discipline.
- ▶ Ability to work with senior researchers and help design, perform and analyse experiments in a timely manner.
- ▶ Strong organisation skills and accurate recording and analysis of data generated from research undertaken.

- ▶ Demonstrated ability to work as a member of a research team and interact in a courteous and effective manner with academic, administrative and support staff.
- ▶ Experience with handling and experimentation on mice.
- ▶ Demonstrated ability to learn the required technical skills/aseptic techniques.
- ▶ Demonstrated ability to undertake administrative duties relating to the management of both the research laboratory and department.
- ▶ Ability to adhere to the principles of good laboratory practices.
- ▶ Excellent oral and written communication skills.

## 2.2 DESIRABLE

- ▶ Experience with flow cytometry and associated data analysis.
- ▶ Knowledge of information technology, such as ability to analyse transcriptomics data.

## 2.3 SPECIAL REQUIREMENTS

- ▶ N/A

# 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 Advancing Melbourne strategy 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 strive to service for excellence and reach the targets of Advancing Melbourne.

# 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 MICROBIOLOGY & IMMUNOLOGY**

<https://biomedicalsciences.unimelb.edu.au/departments/microbiology-Immunology>

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences.

### **5.2 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY**

[www.doherty.edu.au](http://www.doherty.edu.au)

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

### **5.3 SCHOOL OF BIOMEDICAL SCIENCES**

[www.biomedicalsciences.unimelb.edu.au](http://www.biomedicalsciences.unimelb.edu.au)

The School of Biomedical Sciences is one of the most prominent and diverse Schools in the Faculty of Medicine, Dentistry & Health Sciences and is comprised of three Departments - Anatomy and Physiology, Biochemistry and Pharmacology, and Microbiology and Immunology.

The School is situated on the University's Parkville Campus and is part of the largest biomedical precinct in the southern hemisphere, providing access to world class research facilities for staff and students.

The School fosters a values-based culture of innovation and creativity to achieve research and teaching excellence.

### **5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](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 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.

## 5.5 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>.

## 5.6 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.

## **5.7 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>