

## POSITION DESCRIPTION

<b>Position Title</b>	Research Assistant		
<b>Organisational Unit</b>	Faculty of Health Sciences		
<b>Functional Unit</b>	Mary MacKillop Institute for Health Research, Exercise and Nutrition Research Program		
<b>Nominated Supervisor</b>	Senior Laboratory Manager Exercise and Nutrition Research Program		
<b>Higher Education Worker (HEW) Level</b>	HEW 4	<b>Campus/Location</b>	St Patrick's (215 Spring Street)
<b>CDF Achievement Level</b>	1 All Staff	<b>Work Area Position Code</b>	
<b>Employment Type</b>	Full time, Fixed-term	<b>Date reviewed</b>	November 2019

## ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer & Deputy Vice-Chancellor (Administration)
- Deputy Vice-Chancellor (Research)
- Deputy Vice-Chancellor (Education and Innovation)
- Deputy Vice-Chancellor (Coordination)
- Vice President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

## **THE MARY MACKILLOP INSTITUTE FOR HEALTH RESEARCH**

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The Mary MacKillop Institute for Health Research (MMIHR) is focused on undertaking research that discovers and promotes effective strategies to create a healthier Australia. The work undertaken in the MMIHR aims to address critical public health issues by identifying and responding with innovative programs that deliver better health outcomes and transform lives.

ACU provides The MacKillop with world-class research infrastructure that facilitates large-scale research studies. The research environment is outstanding in terms of resources (world-class research facilities, infrastructure support, research support staff with experience collecting data for large-scale projects, and secondary databases), intellectual capital (critical mass of world-class researchers, post docs, international visiting scholars and collaborators, and external linkages), and research mentoring and PhD supervision.

## **POSITION PURPOSE**

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The Research Assistant will provide research related activities to facilitate the efficient operation of the biochem and tissue culture laboratories within the Exercise and Nutrition Research Program. This will include research preparation, data collection, data entry and collation.

## **POSITION RESPONSIBILITIES**

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### **Introduction**

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

## Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provides general administrative support for research related activities as directed by the Supervisor, Director or Lead Investigator.	<ul style="list-style-type: none"> <li>Collaborate effectively</li> <li>Communicate with Impact</li> <li>Be responsible and accountable for Achieving Excellence</li> </ul>	✓			
Work effectively and liaise with members of the research group to support research related activities.	<ul style="list-style-type: none"> <li>Collaborate effectively</li> <li>Communicate with Impact</li> </ul>	✓			
Maintain and update the relevant research databases, which involve regular data input to ensure accurate monitoring of research performance	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Make informed decisions</li> <li>Be responsible and accountable for Achieving Excellence</li> </ul>	✓			
Maintain research related activities to ensure project activities within the biochem and tissue culture laboratories are progressed in a timely manner.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Make informed decisions</li> <li>Be responsible and accountable for Achieving Excellence</li> </ul>	✓			
Maintain currency of knowledge for good laboratory practices guidelines, and project related policies and procedures to progress research activities in line with the relevant requirements which will include blood processing, preparation of solutions, working with cell lines, assisting in PCR and protein analyses.	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Make informed decisions</li> <li>Be responsible and accountable for Achieving Excellence</li> </ul>	✓			

Key responsibilities specific to this position	Relevant Core Competences ( <a href="#">Capability Development Framework</a> )	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Assist with the coordination, organisation and preparation of resources required for data collection activities	<ul style="list-style-type: none"> <li>Know ACU Work Processes and Systems</li> <li>Make informed decisions</li> <li>Collaborate effectively</li> </ul>	✓			

## **HOW THE ROLE OPERATES**

### **Key Challenges and Problem Solving**

- Comply with standard operating procedures (SOPs), quality and safety programs throughout all phases of the research process.
- Report serious or adverse research procedures according to study protocol to ensure safety, referring serious matters to the ENRP Senior Laboratory Manager for resolution and action.
- Work with direction from Senior Laboratory Manager to support researchers meet study milestones by completing routine and monotonous administrative project tasks with accuracy.

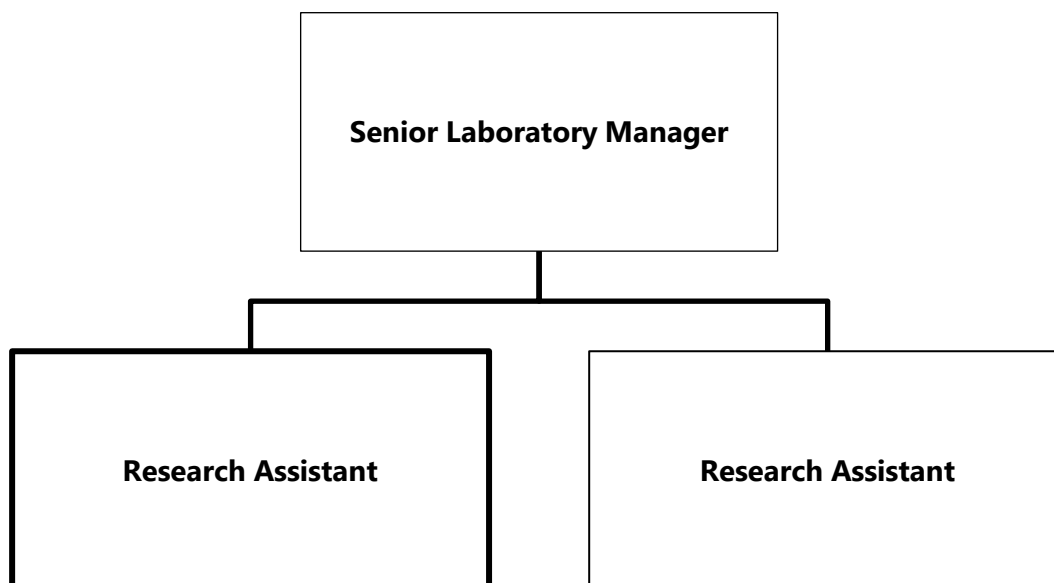
### **Decision Making / Authority to Act**

- The position holder works with general guidance, support and direction from the Senior Laboratory Manager and the Director.
- The position holder completes assigned tasks and responds to routine enquiries guided by Standard Operating Procedures and guidelines, referring more complex matters to the nominated supervisor for resolution.

### **Communication / Working Relationships**

- The position holder uses their interpersonal skills to communicate project policies, procedures and project activities with the research team and supervisors.
- The position holder liaises with internal and external stakeholders to arrange research activities and give and receive information for the project team.

## Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

## QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	Completion of a relevant science related diploma or an equivalent combination of relevant experience and/or education/training in basic research.
2.	Strong computing skills, including experience with the Microsoft Office Suite (Word, PowerPoint, Excel, Access and Outlook) and a variety of research databases.
3.	Demonstrated planning and organisational skills with the ability to organise and prioritise work and meet deadlines
Core Competencies (as per the <a href="#">Capability Development Framework</a> )	
4.	Live ACU's Mission, Vision and Values: Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
5.	Deliver Stakeholder Centric Service: Keep stakeholder interests at the core of ACU business decisions and ACU service excellence as a top priority. See the <a href="#">ACU Service Principles</a> .
6.	Collaborate Effectively: Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.

Qualifications and Capability	
7.	Know ACU Work Processes and Systems: Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Other attributes	
8.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Desirable	
9.	Knowledge/experience in cell culture, PCR and Protein analyses methods.