THE UNIVERSITY OF
MELBOURNE

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

Research Assistant

POSITION NO	0051447
CLASSIFICATION	Research Officer Grade 1, Level A
SALARY	$73,669 - $99,964 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term position for 12 months Fixed term contract type: Externally funded
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	N/A
CONTACT FOR ENQUIRIES ONLY	Professor Laura Mackay Tel +61 3 8344 8016 Email lkmackay@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

We are seeking a highly motivated Research Assistant to join the research program of Prof Laura Mackay within the Department of Microbiology and Immunology at the Peter Doherty Institute. The Mackay Lab aims to understand the molecular mechanisms underlying T cell generation in peripheral tissues, with a view to inform new therapeutic strategies designed to harness immune cells to protect against infection and cancer (https://www.doherty.edu.au/people/associate-professor-laura-mackay).

With the support and guidance from senior academic staff, the successful candidate will be expected to design and perform experiments as well as analyse data. Technical work will involve cell culture, flow cytometry, molecular biology, mouse handling and basic computer skills. The successful applicant will have excellent technical competency, meticulous attention to detail, strong self-motivation and the ability to work independently and collaboratively, as required. The successful applicant will also be expected to undertake appropriate laboratory and departmental administrative duties.

We 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 our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- Contribute to the design, development and execution of the laboratory's research program
- Perform relevant laboratory techniques including cell culture, RNA extractions, qPCR, flow cytometry and mouse handling
- Independently carry out experiments focused on completion of research project aims to meet agreed timelines and milestones
- Show ability to perform experimental techniques accurately and reproducibly
- Maintain accurate and detailed records of all experiments conducted
- Evaluate and report results to the Principal Investigators and collaborators
- Assist other researchers in carrying out experiments in order to work as a team and further the Department's research output
- Contribute to the preparation of manuscripts for publication in peer-reviewed journals

1.2 TEACHING AND LEARNING

▸ Contribute to teaching, training, scientific mentoring and supervision of students and new laboratory staff as required

1.3 SERVICE AND LEADERSHIP

▸ Attend and contribute to lab meetings

▸ Attend and actively participate in departmental seminars, meetings and/or committees

▸ Assist with administrative duties such as maintaining laboratory databases, records of training, SOPs and inventories

▸ Take a leading role in maintaining lab wash-up and cleanliness

▸ Contribute to the day to day organisation of the laboratory including ordering reagents, maintenance of equipment, maintain stocks of reagents

▸ Undertake other duties as requested by the supervisor and the Head of the Department

▸ Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 4 and take responsibility for routine reviews of laboratory practices.

2. Selection Criteria

2.1 ESSENTIAL

▸ Completion of a BSc (Honours) degree in Immunology or related field

▸ Proven ability to work with senior researchers and help design, perform and analyse experiments in a timely manner

▸ Experience in handling laboratory mice

▸ Experience in basic flow cytometry

▸ 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

▸ Strong organisational skills and initiative in problem solving

▸ Demonstrated ability to undertake administrative duties relating to the management of the laboratory appropriate to the level of appointment

▸ Ability to adhere to the principles of good laboratory practice

▸ Demonstrated capacity to develop expertise in research to undertake tasks with increased autonomy

▸ Demonstrated ability to learn the required technical skills/aseptic techniques

▸ Excellent oral and written communication skills

2.2 DESIRABLE

▸ Experience with molecular biology techniques such as RNA extractions and qPCR

▸ Experience with cell culture techniques such as maintenance of cell lines

▸ Experience with mouse tumour models

▸ Retrovirus production and T cell transduction techniques

▸ Experience with primary T-cell functional assays

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 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 deserve to service 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 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.

Further information is available at http://www.microbiol.unimelb.edu.au/ and http://bsac.unimelb.edu.au/.

5.2 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

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.

Further information about the Doherty Institute is available at: http://www.doherty.unimelb.edu.au

5.3 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine Dentistry and Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

5.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

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