POSITION DESCRIPTION

THE UNIVERSITY OF MELBOURNE

Department of Medicine, Western Health
Melbourne Medical School
Faculty of Medicine, Dentistry and Health Sciences

Research Support Officer

POSITION NO	053819
CLASSIFICATION	UOM 5
SALARY	$75,011 - $86,158 p.a. (pro-rata)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part time (0.4 FTE)
BASIS OF EMPLOYMENT	Fixed-term – till 1 November 2023
OTHER BENEFITS	www.hr.unimelb.edu.au/careers/info/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Rachel McQuade Tel +61 3 8395 8114 Email rachel.mcquade@unimelb.edu.au *Please do not send your application to this contact*

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

Position Summary

We are seeking a Research Support Officer with molecular biology experience to contribute to pre-clinical animal studies with a particular focus on neuronal and gastrointestinal pathology.

The successful applicant will work under the guidance of researchers in the Gut-Axis Injury & Repair Laboratory, primarily based at the Western Centre for Health Education and Research in Department of Medicine – Western Health at the University of Melbourne. The primary responsibilities include structural, biochemical and molecular assays in gut and brain tissue from mouse models of Parkinson's disease and Obesity as well as monitoring and recording animal health. This position will also include administrative duties such as maintaining laboratory databases, records of training, SOPs and inventories.

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

- Collection and processing of gastrointestinal and brain tissues for immunohistochemistry and histology.
- Conduct microscopy studies of gastrointestinal and brain tissue including image acquisition and quantitative analysis.
- Complete biochemical and molecular assays on gastrointestinal, brain, blood and fecal samples.
- Assist with behavioural experiments when needed.
- Keep accurate experimental records, analyse results and prepare data for publication.
- Provide research project updates in a timely manner to appropriate lead researcher.
- Share responsibility for maintaining and ordering consumables and keeping the laboratory in good order.
- Assist with training and organisation of undergraduate and postgraduate students.
- Assist with administrative duties such as maintaining laboratory databases, records of training, SOPs and inventories.
- Interact effectively with other scientists working in the laboratory and assist with other projects in the laboratory when the need arises.
- Attend and contribute to lab meetings.
- Adhere and maintain research protocols and storage of research data in keeping with the Department and University's requirements for the storage of such data including privacy and confidentiality requirements.
- Undertake Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 6.

2. Selection Criteria

2.1 ESSENTIAL

- Degree (BSc Hons) in biomedical science or equivalent degree with subsequent relevant experience or an equivalent combination of training and relevant experience.
- Experience in animal physiology at a whole animal or organ level.
- Experience with tissue processing/embedding and cryo-sectioning.
- Experience in biochemical and molecular biology techniques of central and/or enteric nervous system specimens (histology, structural analysis, immunohistochemistry, Western blotting, qPCR, ELISA).
- Experience with confocal microscopy and image analysis.
- Experience working in a PC2 laboratory.
- Proven abilities in data analysis and in statistical interrogation of data.
- High level of initiative with a demonstrated ability to plan, implement, prioritise and set deadlines.
- Highly developed interpersonal, written and verbal communication skills, as well as the ability to interact professionally with a wide range of personnel in the health and university sectors.
- Demonstrated ability to develop clear project plans and timelines, communicate effectively with stakeholders, and monitor project progress.

2.2 DESIRABLE

- Knowledge of central nervous system and enteric nervous system anatomy.
- Experience in working with animal models of neurological disease.
- Experience with dissection and processing of brain and/or gastrointestinal specimens (microdissection of gastrointestinal organs and brain).
- It may be necessary to travel between sites (Sunshine Hospital and Parkville), so a driver's licence is desirable.

2.3 SPECIAL REQUIREMENTS

- As the Gut-Axis Injury & Repair Laboratory conducts work over several campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- Occasional work out of ordinary hours may be required.
- As this position is based within a hospital environment, any offer of employment is contingent on a satisfactory police record check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

You are expected to exercise a high degree of independence and judgement, in coordinating the day-to-day activities of several research projects.

To achieve department objectives and to ensure projects are run smoothly you will be required to show initiative and manage tasks with efficiency, accurately documenting and providing regular project updates to relevant lead researchers.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will resolve problems independently (within their scope of practice) by applying their detailed knowledge of relevant policy frameworks and governance. The incumbent is required to prioritise, choose appropriate work methods, respond quickly and effectively to changes, and work under pressure during busy times of the year. Continual improvement of processes is important as part of business improvement.

The incumbent is expected to be innovative in completion of tasks and in achieving objectives and be responsible for outcomes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have the organisational knowledge to develop and implement local systems to ensure that operational and policy objectives and compliance are met.

3.4 RESOURCE MANAGEMENT

You will manage all relevant research related equipment; this includes maintenance and participation in training. Shared research equipment will be managed by the laboratory Manager and/or Unit Manager who may from time require your assistance. You will be required to manage your research budgets, keeping accurate records and regular reporting progress.

3.5 BREADTH OF THE POSITION

This position will provide a broad range of research and administrative support to members of the Gut-Axis Injury & Repair Laboratory. You will contribute to several projects experimentally and share responsibility for maintaining the laboratory databases, training, organising students, and ordering consumables. You will be the first point of contact for biochemical and molecular biology associated techniques in the laboratory.

4. 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 desire to strive for excellence and reach the targets of Growing Esteem.

5. 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/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 MELBOURNE MEDICAL SCHOOL

http://www.medicine.unimelb.edu.au/

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. The School is ranked 14th in the world (Times Higher Education World University Rankings 2020 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

With thirteen clinical departments (Baker Department of Cardiometabolic Health, Clinical Pathology, Critical Care, General Practice, Medical Education, Infectious Diseases, Medicine, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Radiology, Rural Health and Surgery) the MMS has more than 900 academic and professional staff members at our Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. MMS staff are privileged to work alongside more than 2400 honorary appointees from the health sector who tirelessly contribute their time, knowledge and clinical expertise to the education of our students. The School has partnerships and research collaborations across the 30 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as national and international partnerships.

MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the School's flagship program. It was the first Masters level entry-to-practice medicine qualification developed in Australia, setting a new benchmark in medical education.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $95 million, the School's research effort is highly collaborative, spanning basic and translational research. MMS has over 500 higher degree by research candidates.

School staff members also lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service.

Under the leadership of Professor John Prins, MMS is undertaking exciting new developments, including a major review of the MD curriculum, an emphasis on the clinician-scientist career trajectory (in partnership with affiliated hospitals, medical research institutes and foundations), and a reinvigorated focus on clinically relevant research.

Commencing in 2022, the MD redesign will allow students to build their own unique medical degree. Practical time in clinics and research options will start in the first year. The core units will be available online, allowing flexibility. And discovery subjects will offer a chance to explore a wide range of topics or deep dive into a future specialty including the choice to learn extra skills and even take part in a joint degree.

These initiatives are being enhanced by a number of recruitment opportunities (through retirements, resignations and recent funding acquisitions) for a range of leadership positions across the School. These positions present a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia's leading medical school.

6.2 DEPARTMENT OF MEDICINE, WESTERN HEALTH

www.medicine.unimelb.edu.au/medicine-and-radiology

The Department of Medicine and Radiology is a large and diverse department in the Melbourne Medical School that undertakes research, postgraduate and undergraduate teaching within the University of Melbourne teaching hospitals. A growing node of the Department, the Department of Medicine, Western Health conducts research into ageing and chronic diseases, with particular emphasis on musculoskeletal diseases.

6.3 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.

6.4 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.

6.5 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.6 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