



## POSITION DESCRIPTION

**Department of Anatomy and Physiology**  
Faculty of Medicine, Dentistry and Health Sciences

### Research Assistant in Digestive Physiology

<b>POSITION NO</b>	0057760
<b>CLASSIFICATION</b>	Level A
<b>SALARY</b>	\$77,171 - \$104,717 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Externally Funded Research: Fixed term for 12 months duration
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-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> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Dr Rachel McQuade <a href="mailto:rachel.mcquade@unimelb.edu.au">rachel.mcquade@unimelb.edu.au</a>  Dr Shanti Diwakarla <a href="mailto:lakshmi.diwakarla@unimelb.edu.au">lakshmi.diwakarla@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 would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrung people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

## ***Position Summary***

An exciting opportunity exists for a Research Assistant to join the Gut-Axis Injury and Repair Laboratory in the Department of Anatomy and Physiology, University of Melbourne. Join a highly collaborative multi-disciplinary research group using behavioural, immunological, and molecular techniques to understand how the gut contributes to the onset/progression of age-related diseases with a strong focus on identifying alterations at the level of the gastrointestinal tract that can be used as markers or therapeutic targets of disease.

This role is predominately research related but will include some administrative duties. The position is initially for a 1-year period with the possibility of extension subject to funding.

This position reports to the co-heads of the Gut-Axis Injury & Repair Laboratory in the Department of Anatomy and Physiology.

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 our Faculty Values of:

- ▶ Collaboration
- ▶ Compassion
- ▶ Respect
- ▶ Integrity
- ▶ Accountability

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

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

- ▶ Conduct research individually and as part of a team
- ▶ 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.
- ▶ Conduct behavioural experiments on mice

- ▶ 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 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.
- ▶ 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.

## 1.2 LEADERSHIP AND SERVICE

- ▶ Actively participate in laboratory meetings, and Departmental meetings where appropriate.
- ▶ Effective training of research support staff and undergraduate and postgraduate students.
- ▶ Effective demonstration and promotion of university values including diversity and inclusion and high standards of ethics and integrity

## 1.3 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application, either in their CV and Cover Letter, or in a separate document addressing these criteria.

### 2.1 ESSENTIAL

- ▶ BSc honours degree in biological or biomedical science
- ▶ Experience working with laboratory mice including animal handling, mouse anaesthesia, and oral gavage

- ▶ Practical lab skills in immunological techniques (ELISA, immunohistochemistry), molecular techniques (PCR and Western blotting), and cell culture
- ▶ High level organisational and time management skills, including punctuality
- ▶ Excellent written, oral communication skills and the ability to keep accurate record keeping
- ▶ Experience maintaining laboratory stocks, supplies and equipment, and ensuring high quality safety practices for the lab and its members
- ▶ Flexibility and ability to develop new skills
- ▶ Able to work independently and at times engage in team-related activities including supervision of students and other lab members

## 2.2 DESIRABLE

- ▶ Demonstrated potential to manage laboratory finances.
- ▶ Experience in dissection and processing of brain and gastrointestinal specimens (microdissection of gastrointestinal organs and brain, embedding techniques)
- ▶ Experience with confocal microscopy and image analysis.

## 2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ A willingness to work occasionally outside of normal hours (e.g., occasional weekends and evenings) where the completion of laboratory experiments is deemed necessary.

## 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 that addresses 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 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:

<https://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.

## 5. Other Information

### 5.1 THE DEPARTMENT OF ANATOMY AND PHYSIOLOGY

In January 2021, a consolidation occurred within the School of Biomedical Sciences that amalgamated the former Departments of Anatomy and Neuroscience and Physiology into the Department of Anatomy and Physiology. The three previous departments had long and proud histories and have now come together to produce one department with a remarkable breadth and depth in research expertise, whilst retaining our teaching programs that are widely recognised for our innovation in teaching, both through the development of online resources and in the use of active learning approaches in face-to-face teaching. Constant review and refinement of the curriculum and educational methods ensures that we best prepare students for scientific independence as they enter graduate and postgraduate professional and research careers, which we are continuing to enhance by moving to a more student-focused, active learning model.

The Department of [Anatomy and Physiology](#)'s key research themes are neuroscience, metabolism and diabetes, muscle and cell biology. The goal of the combined department is to remain at the forefront of scientific research aimed at understanding the structure and function of the human body in health and disease, employing novel and imaginative research methods.

Our synergies in teaching extending beyond award programs to custom education programs focused on health professionals and industry. The former Department of Anatomy and Neuroscience had already initiated the **Melbourne Academy of Surgical Anatomy** in 2020, which has potential to be the largest of its kind in the southern hemisphere, underpinned by one of the largest donor programs in the country established to support the teaching and study of anatomy.

Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. Our researchers are in the Triradiate Medical Building and the Melbourne Brain Centre, and has excellent research facilities, including confocal and live cell imaging microscopes, laser capture dissection, tissue culture, histology, flow cytometry, electrophysiology and molecular biology.

### 5.2 SCHOOL OF BIOMEDICAL SCIENCES

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

As part of the Faculty of Medicine, Dentistry and Health Sciences since 2015, the School comprises three Departments, [Departments of Anatomy and Physiology](#), [Biochemistry and Pharmacology](#), and [Microbiology and Immunology](#). It has 85 research groups across

the three departments, awarding-winning teachers and more than 2500 equivalent full-time student enrolments each year.

### Our Mission

Create an innovative and inclusive academic environment building on a strong legacy of world-class excellence and lay the foundation for new generations of biomedical researchers to create new knowledge and lead the revolution in biomedicine and realise their dream of advancing human health locally and globally.

### Our Vision

- Promote collegiality and an inclusive academic environment through the engagement of partners, institutes, hospitals, industries, government and the community at large.
- Cultivate the highest level of excellence in research and education.
- Attract and develop a diverse and talented academic workforce.
- Lead the revolution in biomedicine and translate research outcomes into life transforming healthcare.
- Strengthen our intellectual and technological environment through interdisciplinary interactions, integration of resources and creative thinking.
- Seize all opportunities to create the conditions for sustainability.
- Observe the highest standards of ethics and integrity.

## 5.3 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.

## 5.4 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>

## 5.5 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.

## 5.6 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 <https://about.unimelb.edu.au/strategy/governance>