

RESEARCH OFFICER

DEPARTMENT/UNIT	Monash Genome Modification Platform
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both

discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Monash Genome Modification Platform (MGMP)** provides genome modification services with a focus on three areas of expertise (i) preparation of DNA constructs (ii) modification of Cell Lines (iii) production of modified Rodents. The Platform services support the research of both Monash scientists and the external research community. For more information about MGMP, please visit <https://www.monash.edu/researchinfrastructure/genome-modification>

POSITION PURPOSE

The Research Officer provides a variety of high-quality scientific services to support the operations of the MGMP. The Research Officer performs a range of activities that enable the MGMP to deliver high quality services to the research client base. This includes coordination of tasks within an operational laboratory, using specialized equipment, data analysis, administrative duties, computing, planning, and scheduling, while ensuring a compliant and safe research environment.

In particular, the Research Officer will be involved in the provision of technical services related to genotyping of genetically modified mouse lines and genetically modified cell line. Tasks will include DNA preparation from mouse tail samples, setting up and running of genotyping PCRs, digestion of genotyping PCR products with restriction enzymes, running of agarose gels, isolation of DNA from agarose gels, preparing DNA samples for sequencing to verify and the creation of genetically modified mouse lines and cells lines.

The Research Officer works closely with MGMP staff members to understand the Platform's operational requirements and operates with excellence in process and judgement to provide efficient scientific services in accordance with scientific protocols and standards.

Reporting Line: The position reports to the Platform Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and coordinate a range of laboratory services in the field of molecular biology
2. Provide support for operational projects and programs by maintaining/using information systems, databases and record-keeping systems
3. Ensure compliance with established research methodology, policy, protocols, OHS and regulatory requirements and take steps to identify and minimise OHS risks where appropriate
4. Prepare reports and other documentation for research leaders, committees, funding bodies and other relevant stakeholders including undertaking literature reviews and data analysis

5. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant field; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
3. Excellent and project coordination skills with the ability to support projects through to completion in accordance with agreed standards and timeframes
4. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
5. Proven ability to adhere to protocols, standards and guidelines, including a thorough understanding of confidentiality, privacy and research ethics principles as required
6. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems
7. Previous genotyping experience

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.