



**Australian
National
University**

Position Description

College/Division:	College of Health and Medicine
Department/Unit:	The John Curtin School of Medical Research
Position Title:	Research Technician
Classification:	ANU Officer Grade 4/5 (Technical)
Responsible to:	Lead Researcher
Number of positions that report to this role:	Nil

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

Research in the Division of Genome Science and Cancer of the John Curtin School of Medical Research combines advanced experimental and computational approaches with sophisticated genetic models to connect genotype with phenotype, understand mechanisms of cell differentiation, development or pathology, and generate novel therapies for cancer and other disease.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will be the core member of the Germ Cell and Cancer Epigenetics group at the John Curtin School of Medical Research, accountable to Dr Tanya Soboleva, the leader of the group. The Technician will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships within group as well as with all academic and professional School and College staff, students and honorary appointees.

Role Statement:

Under general direction, the Research Technician will:

- Perform routine laboratory experiments, such as maintaining cell culture, creating gene knock-out/overexpression cell lines; molecular cloning and bacterial protein expression and purification, performing immuno-precipitations and western blotting experiments; mouse colony monitoring; preparation of DNA and RNA libraries for NGS amongst other experimental duties
- Analyse experimental outputs and perform library, internet and literature searches to assist in the preparation of data for research publication.
- Take responsibility for the general maintenance of lab including but not limited to waste disposal, washing, cleaning; annual fridge/freezer defrosting and lab decluttering.
- Assist in general maintenance of equipment, ensuring it is well functioning, cleaned, secured, and stored correctly.
- Complete general administration duties associated with Soboleva group including the preparation of reports, ensuring safe working practices, WHS requirements and compliance protocols for regulatory requirements are met.
- Management of inventories, including the preparation and/or ordering of supplies, and collating cost estimates on laboratory purchases.
- Maintain networks amongst other School and College Technical staff on lab/facility capabilities or facilities and/or with lab/facility managers and the building maintenance staff on building/equipment maintenance issues.

- Other duties as required, consistent with the classification of this position.

See the classification descriptors for general staff¹ and minimum standards for academic staff²

SELECTION CRITERIA:

(Please address all selection criteria, point by point, with detailed address of criterion 2; Please note that applications that do not address selection criteria may not be considered):

1. Bachelor degree or equivalent (or higher) with experience in Molecular and Cellular Biology, Biochemistry or Genetics, or equivalent with evidence of experimental skills in the following:
 - a. Maintenance of mammalian cell line cultures, mammalian cell transfections;
 - b. experience with viral transduction or CRISPR gene KO of mammalian cell culture would be an advantage
 - c. Molecular cloning (i.e., for the purpose of gene overexpression, vector modification, mutagenesis)
 - d. Protein expression and purification from bacterial cultures
 - e. Biochemical assays such as Immunofluorescence (IF), Immunohistochemistry (IHC), Immunoprecipitation (IP, co-IP, or chromatin -IP), Western Blotting.
2. A demonstrated ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people with experience assessing academic literature and using electronic databases and other resources for research purposes.
3. Experience in developing and implementing standard operating procedures and protocols in a laboratory research environment.
4. Proven information technology and organisational skills with a demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
5. A proven ability to provide technical support to laboratory users on the safe use of laboratory equipment and instrumentation, including general laboratory equipment, and a strong understanding of WHS and regulatory requirements.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that at the higher levels within the ANU Officer 4/5 broadband occupants will have a deeper understanding, and a more independent application, of the technical methods and procedures used, and a consequent increase in the complexity of the functions performed

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:

Date:

Printed Name:

Uni ID:

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

¹[Schedule 5 - General staff classification descriptors - Human Resources - ANU](#)

²[Schedule 4 - Human Resources - ANU](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			

TASK	regular	occasional
laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
work at heights	<input type="checkbox"/>	<input type="checkbox"/>
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
electricity	<input type="checkbox"/>	<input type="checkbox"/>
IONIZING RADIATION		
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
beta particles	<input type="checkbox"/>	<input type="checkbox"/>
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
BIOLOGICAL MATERIALS		
microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
laboratory animals or insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
immunisations	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor/Delegate Name:		Date:	
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 Australian National University	<h1>Position Description</h1>
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College/Division:	ANU College of Health and Medicine
Department/Unit:	the John Curtin School of Medical Research
Position Title:	Research Technician
Classification:	ANU Officer Grade 6 (Technical)
Responsible to:	Manager Title
Number of positions that report to this role:	Nil

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

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KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will be the core member of the Germ Cell and Cancer Epigenetics group at the John Curtin School of Medical Research, accountable to Dr Tanya Soboleva, the leader of the group. The Technician will be expected to work collegially, leading by example to develop and maintain effective, productive and beneficial workplace relationships within group as well as with all academic and professional School and College staff, students and honorary appointees.

Role Statement:

Under general direction, the Research Technician will:

- Provide technical and experimental advice and training related to the projects that are running in the group by assisting other members and ensuring that the experimental workflow is running smoothly.
- Perform routine laboratory experiments, such as maintaining cell culture, creating gene knock-out/overexpression cell lines; molecular cloning and bacterial protein expression and purification, performing immuno-precipitations and western blotting experiments; mouse colony monitoring; preparation of DNA and RNA libraries for NGS amongst other experimental duties
- Analyse experimental outputs and perform library, internet and literature searches to assist in the preparation of data for research publication.
- Take responsibility for the general maintenance of lab including but not limited to waste disposal, washing, cleaning; annual fridge/freezer defrosting and lab decluttering.
- Supervise the general maintenance of equipment, ensuring it is well maintained, cleaned, secured, and stored correctly.

- Complete general administration duties associated with Soboleva group including the preparation of reports, ensuring safe working practices, WHS requirements and compliance protocols for regulatory requirements are met.
- Management of inventories, including the preparation and/or ordering of supplies, and collating cost estimates on laboratory purchases.
- Maintain networks amongst other School and College Technical staff on lab/facility capabilities or facilities and/or with lab/facility managers and the building maintenance staff on building/equipment maintenance issues.
- Other duties as required, consistent with the classification of this position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

See the [classification descriptors for general staff](#)³ and [minimum standards for academic staff](#)⁴

SELECTION CRITERIA:

(Please address all selection criteria, point by point, with detailed address of criterion 2; Please note that applications that do not address selection criteria may not be considered):

1. Bachelor/Master's degree or higher with subsequent laboratory experience in Molecular and Cellular Biology, Biochemistry or Genetics, or equivalent qualifications
2. Proven evidence of independent experimental skills in the following:
 - a. Maintenance of mammalian cell line cultures, mammalian cell transfections;
 - b. experience with viral transduction or CRISPR gene KO of mammalian cell culture would be an advantage
 - c. Molecular cloning (i.e., for the purpose of gene overexpression, vector modification, mutagenesis)
 - d. Protein expression and purification from bacterial cultures
 - e. Biochemical assays such as Immunofluorescence (IF), Immunohistochemistry (IHC), Immunoprecipitation (IP, co-IP, or chromatin -IP), Western Blotting.
3. Demonstrated experience in assessing academic literature and using electronic databases and other resources for research purposes.
4. Experience in developing and implementing standard operating procedures and protocols in a laboratory research environment.
5. Demonstrated ability to maintain the lab space in perfect working condition including but not limited to waste disposal, washing, cleaning; annual fridge/freezer defrosting and lab decluttering.
6. A demonstrated ability to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
7. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
8. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:

Date:

³[Schedule 5 - General staff classification descriptors - Human Resources - ANU](#)

⁴[Schedule 4 - Human Resources - ANU](#)

Printed Name:		Uni ID:	
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References:
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[Academic Minimum Standards](#)


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Pre-Employment Work Environment Report

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College/Div/Centre		Dept/School/Section	
Position Title		Classification	
Position No.		Reference No.	

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Potential Hazards

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TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>

cytotoxics	<input type="checkbox"/>	x	laboratory animals or insects	<input type="checkbox"/>	x
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	x	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	x
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:			Date:		