



POSITION DESCRIPTION

The Peter Doherty Institute for Infection and Immunity
Doherty Department
Faculty of Medicine, Dentistry and Health Sciences

Biobank Coordinator

POSITION NO	0050606
CLASSIFICATION	UOM 6
SALARY	\$85,134 - \$92,154 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Full-time 1.0 FTE (fixed term) position for 1 year
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Steven Tong Tel +61 3 9342 9406 Email steven.tong@mh.org.au <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

Position Summary

The Biobank Coordinator will provide technical assistance with establishing and maintaining a multisite biobank program, within the Doherty Department in the Peter Doherty Institute for Infection and Immunity. The position will oversee establishing and supporting the biobanking facilities associated with the Australasian COVID-19 Trial (ASCOT), including refinement of laboratory SOP and databases, ensuring sample processing and curation practices are in operation, and collaborating with external laboratories contributing samples towards these projects. Specifically, the position will focus on establishing and managing centralised databases for these biobanks, including processing, collation and curation of clinical samples to facilitate and extend research programs associated with these projects. The Biobank Coordinator will also provide technical and administrative support to steering committees associated with each project and facilitate external applications for research access to curated samples. With support and guidance from other research and service staff, the incumbent will be expected to independently perform assigned laboratory and administrative tasks, and contribute to the preparation of grant applications, ethics applications and research manuscripts.

The Australasian COVID-19 Trial (ASCOT) is a randomised clinical trial which aims to enrol ~2,000 patients with COVID-19 infections, at over 80 sites in Australia and New Zealand.

1. Key Responsibilities

- ▶ Plan and implement appropriate laboratory and administrative processes for biobanking of clinical specimens and microbial isolates
- ▶ Receive, process and store samples according to standard operating procedures
- ▶ Assist with preparation and maintenance of ethics applications relevant to the collection, storage and use of clinical specimens and microbial cultures
- ▶ Maintain accurate and detailed records
- ▶ Analyse and prepare data for experimental reports and communicate data to the supervisor
- ▶ Contribute to biobank steering committees through provision of administrative and technical support
- ▶ Coordinate processes for sample collection and transfer with external stakeholders
- ▶ Contribute towards publications arising from scholarships and research
- ▶ Supervise and train students and other researchers if/when required
- ▶ Perform other duties as requested by the appointee's immediate supervisors consistent with the classification of this position
- ▶ Assist with administrative duties such as records of training, SOPs and inventories
- ▶ Liaise with support staff to promote a co-operative work environment
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of an Honours or higher degree with relevant work experience or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience with collection and curation of clinical samples, including database management and laboratory handling of clinical samples and microbial cultures
- ▶ Proven ability to work with senior researchers and assist with the development of ethics applications, grant preparation and research manuscripts
- ▶ 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
- ▶ Demonstrated ability to undertake administrative roles in a research laboratory, e.g. ordering of consumables and maintaining inventories; writing and updating laboratory SOPs
- ▶ Able to keep detailed accurate records of work done and to analyse and interpret the data obtained and include these in documents needed for application and in time for submission
- ▶ Experience with Microsoft Word, Excel, PowerPoint
- ▶ Ability to adhere to the principles of good laboratory practice
- ▶ Excellent oral and written communication skills

2.2 DESIRABLE

- ▶ Experience in general techniques in molecular microbiology (e.g. PCR; ELISA)
- ▶ Experience in data analysis software, e.g. Prism
- ▶ Experience in troubleshooting laboratory protocols and reagents
- ▶ Experience in establishing new laboratory processes and protocols

3. *Job Complexity, Skills, Knowledge*

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Biobank Coordinator will work under broad direction from the Trial Principal Investigators and the Trial Steering Committee with a considerable degree of autonomy. The Biobank Coordinator will be expected to develop and implement strategies within a broad framework defined by the Trial Steering Committee and the Department's strategic and operational goals.

The Biobank Coordinator will have management responsibility for the biobank, including managing other staff including biobank research assistants.

3.2 PROBLEM SOLVING AND JUDGEMENT

High level problem solving and independent judgement is required for this position. The Biobank Coordinator would be expected to manage and support the trial biobank committees. The Biobank Coordinator would be required to contribute as an active member of this committee and make policy recommendations to the committee members and others. The Biobank Coordinator will implement trial biobank related processes and systems. The Biobank Coordinator is expected to closely liaise with external partners and stakeholders.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Biobank Coordinator is required to be skilled in managing a biobank, including overseeing budgets, legal negotiations, and general operations and processes in compliance with local and international regulatory frameworks (eg. TGA, ICH-GCP).

3.4 RESOURCE MANAGEMENT

The Biobank Coordinator will oversee the administration of a budget involving purchase of consumables, transport of specimens, and storage of specimens.

3.5 BREADTH OF THE POSITION

The Biobank Coordinator will have a wide range of administrative and laboratory skills to manage all aspects of the ASCOT biobank. The role requires extensive interaction with hospital and University staff at all levels as well as key external stakeholders.

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 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

doherty.edu.au

The Doherty Institute is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It was officially opened in September 2014 and is a joint venture between the University of Melbourne and Melbourne Health. The Doherty Institute has a major focus on diseases that pose serious public and global health threats such as influenza, tuberculosis, HIV, viral hepatitis, Ebola and drug resistant bacteria. The Doherty's activities are multi-disciplinary and cross-sectoral, placing great emphasis on translational research and improving clinical outcomes. Teams of scientists, clinicians and epidemiologists collaborate on a wide spectrum of activities - from basic immunology and discovery research, to the development of new vaccines and new preventative and treatment methods, to surveillance and investigation of disease outbreaks.

6.2 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.

6.3 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>.

6.4 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.

6.5 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>