

## POSITION DESCRIPTION

**Research Officer**  
**Stem Cells and Cancer Group**

<b>Position Title</b>	Research Officer		
<b>Division</b>	Stem Cells and Cancer group		
<b>Position Purpose</b>	The Research Officer is expected to perform high quality research focused on understanding side-effects of cancer therapy using preclinical models in rodents. Expertise in mucosal immunology, neuro-immunology, animal handling, bone marrow biology, vascular or stem cell niches preferred.		
<b>Location</b>	Aubigny Place, South Brisbane		
<b>Occupational Category and Level</b>	MR Research Academic R1		
<b>Reporting Relationship</b>	Reports to A/Prof Ingrid Winkler		
<b>Review Date</b>	June 2021		
<b>Next Review Due</b>	June 2022		
<b>Staff Member</b>	TBC	<b>Signature</b>	<b>Date</b>
<b>Direct Supervisor</b>	A/Prof Ingrid Winkler	<b>Signature</b>	<b>Date</b>

## 1. OVERVIEW

### **Mater Group**

As a Catholic not-for-profit ministry of Mercy Partners, Mater Group is committed to meeting the healthcare needs of our community through an integrated approach to our health education and research services, which is focused on delivering the highest quality care for our patients. For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community.

Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. Mater Group comprises Mater Health, Mater Education, Mater Research and Mater Foundation.

### **Mater Research**

Mater Research (MR) is a world-class institute that is committed to conduct, enable and translate clinically relevant health research. With more than 300 laboratory and clinical researchers working across Mater's hospitals and the world-class Translational Research Institute (TRI), Mater Research is committed to working closely with Mater Health, Mater Education and our growing network of partners to turn scientific discovery into the best possible treatment, care, and outcomes for patients and our broader community.

### **Mater Research Institute – The University of Queensland**

MRI-UQ is an alliance between Mater Research and UQ, providing strategic benefits to both partners. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. Mater Research employees, through an affiliation to MRI-UQ have access to world-class research infrastructure and systems.

### **Translational Research Institute (TRI)**

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

## 2. HOURS

This is a full time appointment. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the experimental procedures appropriate to individual projects.

## 3. PURPOSE OF POSITION

The Research Officer is expected to perform high quality research focused on understanding side-effects of cancer therapy using preclinical models in rodents. Expertise in mucosal immunology, neuro-immunology, animal handling, bone marrow biology, vascular or stem cell niches preferred.

These include,

- i) Organise, manager and conduct research;
- ii) Collect, analyse, interpret and critically evaluate research data;
- iii) Generation of presentations, research reports and funding applications as part of an enthusiastic team;
- iv) Be a positive role model and collaboratively support other team members.

## 4. POSITION DESCRIPTION

### 4.1. Research

- Participate in the design, execution and control of research studies
- Coordinate the processing and analysis of data
- Coordinate the conduct of experimental tests and procedures
- Develop new research methodologies
- Analyse literature relevant to research area
- Assist in the publication of research papers for publication and presentation at conferences and workshops, and in the writing of research grant applications, ethics and compliance documents
- Work with colleagues and postgraduates in the development of joint research projects
- Organise data for the preparation of proposals for new funding
- Mentoring and Supervision of junior staff and students and contribution to the smooth running of a laboratory
- Attend, as appropriate, research related and organisational events
- Prepare regular written reports in keeping with the requirements of funding and organisational guidelines as requested.

### 4.3 Safety in the Workplace and Human Resources

- Maintain a safe working environment
- Report any potential hazards to the reporting officer
- Ensure compliance with Workplace Health and Safety (WHS) Standards
- Treat all clients with sensitivity and without discrimination
- Responsible to ensure the annual performance plan is met.

### 4.4 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of MR Limited
- Promote and demonstrate the philosophy and values of the Sisters of Mercy
- Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families
- Demonstrate values based decision-making and leadership
- Ensure that the mission, objectives, philosophy and values stated above are inherent in the delivery of the health care services by collaborating with and supporting other members of the health care team regarding clinical and research practices
- Demonstrate a strong commitment to the timely delivery of a high quality service to the staff of MR.

## 5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- Reports to Group Leader
- Demonstrated understanding and commitment to the joint NHMRC/AVCC Statement and Guidelines on Research Practice is required
- Demonstrated understanding and commitment to the NHMRC National Statement on Ethical Conduct in Research Involving Humans
- The use of Institute property, equipment and technical support facilities will respect the guidelines established by the Institute.

## 6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

## 7. SELECTION CRITERIA

### Qualifications

#### *Essential*

- PhD in Mucosal immunology, neuro-immunology, Vascular Biology, Haematology, Stem niche cell biology or related area.

### Knowledge and Skills

#### *Essential*

- Highly motivated with a passion for translational research
- Excellent communication skills and a track record of high quality research publications
- Expertise in understanding how the various parts of the body function together and preclinical in vivo models of disease or malignancy
- Commitment to follow the Australian Code for the Responsible Conduct of Research (Honesty, Rigour, Transparency, Fairness, Respect, Recognition, Accountability promotion of supportive research culture)

### Experience

#### *Essential*

- Experience in immunology and cell biology. Especially expertise in mucosal-immunology, neuro-immunology, bone marrow, haematology or niche regulation of normal or malignant stem cells desired.
- Mouse handling expertise. This position utilises preclinical mouse models of disease and requires the handling of mice on an almost daily basis. You will be familiar with experimental in vivo models of disease or malignancy, administration of agents, including chemotherapy and care for animal wellbeing.

### Personal Qualities

#### *Essential*

- Commitment to the Promotion of the Philosophy and Mission of the Mater Group and goals of the Mater Research Institute. To be thoughtful, considerate and act as a positive role model for others
- Personal attributes of integrity, tact, speaking with good judgement and respect for confidentiality
- Ability to work collaboratively with colleagues across the disciplines

- Demonstrated high level written and verbal communication skills, including conference presentations, writing manuscripts and preparation of grant applications
- Demonstrated high level interpersonal skills in order to negotiate and liaise effectively with a diverse range of staff and other stakeholders
- Demonstrated high level organisational skills including the ability to prioritise work demands meet deadlines and balance competing tasks
- Experience and commitment to supervising and mentoring junior staff and students

## **8. REVIEW**

The position will be subject to mutual review on an annual basis.