



RESEARCH OFFICER (ANATOMY)

DEPARTMENT/UNIT	Anatomy and Developmental Biology
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank 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. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The **Faculty of Biomedical and Psychological Sciences (FBPS)** is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute; and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function.

We are committed to an inclusive working environment with a particular focus on gender equity. Please visit www.med.monash.edu.au/biomed-psych/index.html for more information on FBPS.

The **School of Biomedical Sciences and Monash Biomedicine Discovery Institute** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology, comprise over 100 research groups and deliver discipline-focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new \$80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

All research staff in the School are also a member of the **Monash Biomedicine Discovery Institute (BDI)**. The BDI comprises six inter-disciplinary health-focused research Programs, each led by a research leader in the field. The BDI Programs include, Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolic Disease and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research.

The School and BDI comprise over 100 research teams that publish over 700 papers in international journals every year. Annual research income is over \$50 million, the vast majority of which comes from the NHMRC and ARC. For more information about the School of Biological Sciences, please visit our website at www.monash.edu/discovery-institute and www.med.monash.edu.au/sobs/.

The **Department of Biochemistry & Molecular Biology** is the largest of the five departments in the School of Biomedical Sciences. Biochemistry and molecular biology are closely-related disciplines which study the chemical components of living cells, including the genetic material, in order to understand biological processes and how these are altered in disease.

Research and teaching in the department encompasses six broad themes: cell biology, signal transduction, host/pathogen interaction, structural biology, immunology and developmental biology. Our research is highly relevant to major human diseases and pathological processes, including infection, inflammation, diabetes and obesity, developmental and degenerative disorders, cardiovascular disease, and cancer. The Department has been ranked as the premier Department in its discipline since the inception of ARC benchmarking of Australian Departments in 1998.

Further details about the department can be found at www.med.monash.edu.au/biochem/.

POSITION PURPOSE

The Research Officer provides a variety of high-quality research services to support the operations of the Kile laboratory. The Research Officer performs a range of research activities to support the research focus of the Kile laboratory: the development, survival and function of blood cells to better understand the regulation of key processes like apoptosis at steady state, and in disease settings such as leukaemia and inflammatory disease. This includes undertaking a range of mammalian cell culture, molecular biology and protein biochemistry techniques, using specialized equipment, developing operating procedures, data analysis, research administration, computing, planning and scheduling, while ensuring a compliant and safe research environment.

The Research Officer operates with a focus on excellence in process and judgment and provision of sound and timely advice and support to laboratory researchers, collaborators and other stakeholders.

Reporting Line: The position reports to Laboratory Head and the Head of Department of Anatomy and Developmental Biology under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Support the achievement of research outcomes by undertaking a range of research and administrative support tasks including scheduling bookings, administering experiments, treatments or questionnaires, data collection, input and analysis and preparing results in accordance with established research objectives, timeframes and protocols
2. Keep abreast of developments, activities and protocols in area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars
3. Assist in preparing documentation reports and other documentation, including undertaking literature reviews and data analysis
4. Comply with established research methodology, policy, protocols, OHS and regulatory requirements
5. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards
6. Maintain open and effective channels of communication with colleagues, research collaborators and other stakeholders to support and facilitate research objectives

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A Bachelor of Science (Honours) with subsequent relevant lab experience; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Sound analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
4. Demonstrated project administration skills with the ability to support research projects in accordance with agreed standards and timeframes
5. Ability to work as an effective member of a team as well as independently under general supervision
6. Ability to problem solve, strong attention to detail and accuracy, and an understanding of confidentiality, privacy and information handling principles
7. Well-developed communication skills, including the ability to draft a range of documentation
8. A high-level of computer literacy, including demonstrated experience in learning and adopting new software packages as required
9. Extensive expertise in mammalian cell culture (including thawing, freezing and maintaining cell lines; generating new cell lines; cloning cell lines; DNA transfection and viral infections; flow cytometry; cell viability assays; microscopy)
10. Experience in molecular biology (plasmid DNA preparation, PCR, qPCR, RT-PCR, Sanger sequencing, work with RNA) and basic experience in protein biochemistry (SDS:PAGE, western blotting) are desirable
11. Prior experience working with experimental animal models is favourable

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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.