



POSITION DESCRIPTION

School of Biomedical Sciences
Faculty of Medicine, Dentistry and Health Sciences

Research Assistant

POSITION NO	0053477
CLASSIFICATION	Level A
SALARY	\$75,289 - \$102,163 p.a. (pro rata for part time)
SUPERANNUATION	Employer contribution of 10%
WORKING HOURS	Full-time (1.0 FTE) Part-time (0.6–0.8 FTE) appointment may be considered for suitable candidates
BASIS OF EMPLOYMENT	Fixed term for 6 months Fixed term reason: Externally funded employment
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Mr Marcin Ciula Email mciula@unimelb.edu.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 Department of Microbiology and Immunology based at the Peter Doherty Institute for Infection and Immunity (the Doherty Institute) is seeking to appoint a Research Assistant – Immunology.

The appointee will primarily report to Dr Fern Koay (Research Fellow, Department of Microbiology and Immunology, Faculty of Medicine, Dentistry and Health Sciences) within the laboratory of Professor Dale Godfrey. This position is full-time for 6 months, although a part-time appointment may be considered for suitable candidates.

The School of Biomedical Sciences and its Departments foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all to live by our Faculty Values of:

- Collaboration
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 RESEARCH AND RESEARCH TRAINING

- ▶ Assist with experiments to investigate the development of human innate-like T cells (including MAIT cells and gamma-delta T cells)
- ▶ Handling of human blood and tissue samples
- ▶ Handling of mouse organs and tissue samples
- ▶ Production and maintenance of cell lines
- ▶ Characterize the phenotype of innate-like T cells via flow cytometry
- ▶ Maintain accurate and detailed records of all experiments conducted
- ▶ Be responsible for qualitative and statistical analysis of research data
- ▶ Evaluate experimental results and communicate these to the chief investigators and collaborators
- ▶ Comply with lab documentation requirements and “good laboratory practices”
- ▶ Perform other duties related to the research agenda as requested by the supervisors

1.2 LEADERSHIP AND SERVICE

- ▶ Contribute to the day-to-day organisation of the laboratory including maintenance of equipment and stocks of reagents
- ▶ Perform other duties as requested by the appointee’s immediate supervisors and Head of the Department

- ▶ Assist with administrative duties such as maintenance of laboratory databases, ethics, OGTR, OHS and EHS.

1.3 TEACHING AND LEARNING

- ▶ Contribute to the training and supervision of undergraduate students and junior staff members

1.4 ENGAGEMENT

- ▶ Assist with the preparation of manuscripts for publication
- ▶ Evaluate and report results to the Principal Investigators and collaborators
- ▶ Attend and actively participate in departmental seminars, meetings and/or committees.
- ▶ 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

- ▶ Appropriate undergraduate degree in biological or medical sciences
- ▶ Minimum of one-year laboratory experience (may include honours) in the field of immunology
- ▶ Experience with cell culture
- ▶ Experience with flow cytometry
- ▶ Strong organisational and communication skills
- ▶ Accurate recording and analysis of data generated from research undertaken
- ▶ Demonstrated ability to work both autonomously and collaboratively
- ▶ Strong ability to multitask

2.2 DESIRABLE

- ▶ Experience with mouse handling
- ▶ Experience with molecular biology and/or protein chemistry
- ▶ Knowledge of T cell development and antigen recognition

2.3 SPECIAL REQUIREMENTS

- ▶ n/a

3. 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 service for excellence and reach the targets of Growing Esteem.

4. 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/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF MICROBIOLOGY & IMMUNOLOGY

The Department of Microbiology & Immunology is one of the departments within the School of Biomedical Sciences in the Faculty of Medicine, Dentistry and Health Sciences. Further information is available at <http://www.microbiol.unimelb.edu.au/> and <http://bsac.unimelb.edu.au/>.

5.2 THE MICROBIOLOGICAL DIAGNOSTIC UNIT PUBLIC HEALTH LABORATORY

The Microbiological Diagnostic Unit (MDU PHL) is a public health laboratory for the Department of Health, Victoria situated within the Department of Microbiology and Immunology at the University of Melbourne. The MDU has been established for over 100 years on External State Government funding.

The MDU PHL is concerned with provision of services for the laboratory diagnosis of diseases of public health importance, the application of typing methods, use of computer-based data collection systems for epidemiological purposes, and provision of expert opinion. In addition, the Unit undertakes the microbiological examination of foods and water for compliance with regulatory and voluntary codes and standards. MDU PHL is

NATA accredited for Biological testing, including Forensic Operations, NATA/RCPA accredited for medical testing and performs selected veterinary testing.

5.3 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at:
<http://www.doherty.unimelb.edu.au>

5.4 SCHOOL OF BIOMEDICAL SCIENCES

www.biomedicalsciences.unimelb.edu.au

The School of Biomedical Sciences is one of the most prominent and diverse Schools in the Faculty of Medicine, Dentistry & Health Sciences and is comprised of three Departments - Anatomy and Physiology, Biochemistry and Pharmacology, and Microbiology and Immunology.

The School is situated on the University's Parkville Campus and is part of the largest biomedical precinct in the southern hemisphere, providing access to world class research facilities for staff and students.

The School fosters a values-based culture of innovation and creativity to achieve research and teaching excellence.

5.5 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.

5.6 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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 about.unimelb.edu.au/careers.

5.7 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.8 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>