

POSITION DESCRIPTION

Academic Positions

(In addition to the Position Classification Standards)

Position Title:	NHMRC Associate Research Fellow	Level:	A
Faculty/Division:	Science, Medicine and Health	Department/Location:	IHMRI
Position Type:	Fixed Term (2 years), full-time		

Primary Purpose of the Position:

This position will be responsible for breeding and *in vivo* animal experimentation, molecular biology and pathological assays (NHMRC Project Grant 1065463).

This full-time fixed-term position provides research assistance for the *in vivo* animal experimentation and protein and gene expression assay elements of the National Health and Medical Research Council (NHMRC) funded project "*Application of intelligent conducting polymers for treating schizophrenia and allied disorders focusing on neuronal outgrowth, myelination and synaptogenesis*" being undertaken by Prof Xu-Feng Huang, A/Prof Jeremy Crook, A/Prof Robert Kapsa and Prof Gordon Wallace. These researchers are recognised internationally as world leaders in basic schizophrenia research and the development of "intelligent" polymer materials and nanotechnology.

Position Environment:

The Illawarra Health and Medical Research Institute (IHMRI) is one of the University of Wollongong's (UOW) research strengths. It is a collaborative venture of the University of Wollongong (UOW) and the Illawarra Shoalhaven Local Health District (ISLHD). Its goal is to further develop health and medical research undertaken in the Illawarra, with a focus on collaboration across the academic and clinical research contexts.

The position will be located within IHMRI in the Faculty of Science, Medicine and Health.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Work towards research objectives, ensuring close liaison with chief investigators	Maintain correct project direction and incorporate all research ideas and feedback from the research team	
2.	Critical review of the available literature	Understanding the current state-of-the-art in relation to the research project	
3.	Contribute to high quality technical publications including peer-reviewed journal papers	Dissemination of research outcomes to national and international communities	
4.	Prepare technical reports, including NHMRC reports	Fulfilment of NHMRC requirements	
5.	Breed and care for laboratory animals (mice), including monitoring animal well-being and behaviour	Sufficient number of mice are maintained in colony for all experiments Animal Ethics Committee (AEC) requirements are adhered to	
6.	Perform genotype checking and harvest prefrontal cortical neurons for primary cell culture	Appropriate cell types are provided	
7.	Supervise and conduct small animal anaesthesia and brain surgery. Design and carry out animal experimentation including electrical stimulation and drug delivery, and monitor animal behaviour	Ensure surgery success Success, low to nil incidence, excellent track record Animal Ethics Committee (AEC) requirements are adhered to	
8.	Supervise and conduct animal sacrifice, tissue dissection and blood sample collection	Animal Ethics Committee (AEC) requirements are adhered to Quality tissue collected for molecular biological analysis	
9.	Perform molecular biological analysis including western blot, immunoprecipitation and RT-PCR	Quality results generated with minimum errors	
10.	Perform Luminex Multiplex Assay, radioimmunoassay for blood hormones, enzymatic assay and general histology	Quality results generated with minimum errors	
11.	Undertake quantification and statistical analysis of the results	Results analysed and appropriate for publication	
12.	Supervise PhD, Masters and Honours students as required	Good communication	
13.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
14.	Have WHS responsibilities, accountabilities and authorities as outlined in the http://Staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self and others	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Prof Xu-Feng Huang
The position supervises the following positions:	n/a
Other Key Contacts:	n/a

Key Relationships:

Contact/Organisation:

Purpose & Frequency of contact

Ms Linda Deitch, Technical Services Manager IHMRI
 Dr Tracy Maddocks, Manager Animal House
 Technical Officers, IHMRI
 Animal Ethics Committee
 A/Prof Robert Kapsa
 A/Prof Jeremy Crook
 Prof Gordon Wallace

Key Challenges:

1. Research innovation and high-calibre publications.
2. Comply with animal ethics procedures when carrying out animal experiments.
3. Comply with and monitor WHS procedures in all work places, such as Animal House and IHMRI laboratory.
4. Transfer techniques to new researchers and postgraduate students.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Excellent knowledge of issues pertaining to animal welfare, care and breeding including the ability to recognise signs of animal ill health
- Demonstrated skills in small animal (rodent) experimentation at high professional levels, including general surgery, anaesthesia, intracerebroventricular (icv) injection, brain cannula implantation and central drug delivery, euthanasia, blood sample collection and ethical conduct
- Excellent knowledge of WHS as it pertains to animal facilities
- Excellent written and verbal communication skills
- Strong organisational and project management skills, including the ability to set goals and meet deadlines in a pressured environment

SELECTION CRITERIA - Education & Experience:

Essential:

- Bachelor degree or higher in a relevant area of study or a combination of education / experience / training deemed to be equivalent
- Genotype checking and harvesting prefrontal cortical neurons for primary cell culture
- Molecular biological analysis including western blot, immunoprecipitation and RT-PCR
- Luminex Multiplex Assay, radioimmunoassay for blood hormones, enzymatic assay and general histology

Desirable:

- Certificate of Small Animal Surgery
- Certificate of Small Animal Anaesthesia

Personal Attributes:

- Thorough with great attention to detail
- Organised and prioritises work
- Enthusiastic, flexible, displays initiative and able to work independently
- Demonstrated ability to take responsibility for tasks and outcomes
- Ability to work in a team environment and transfer techniques and knowledge to others
- Excellent track record in laboratory-based research

Special Job Requirements:

May need to work outside usual business hours.

Organisational Chart:

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

POSITION CLASSIFICATION STANDARD - Research Only

Level: A
Title: Associate Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level A research-only academic is expected to contribute towards the research effort of the institution, and to develop her/his research expertise through the pursuit of defined properties relevant to the particular field of research.

Specific Duties

Specific duties required of a Level A research-only academic may include

- The conduct of research under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of conference and seminar papers and publications from that research.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Limited administrative functions primarily connected with the area of research of the academic.
- Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff.
- Occasional contributions to teaching in relation to his/her research project(s).
- Experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.
- Advice within the field of the staff member's research to postgraduate students.
- A Level A research-only academic shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

Skill Base

A Level A research-only academic will normally have completed four years of tertiary study in the relevant discipline or have equivalent qualifications or research experience. In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.