

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Research Assistant Level: 5
Faculty/Division: Science, Medicine and Health Department: Biological Sciences

Primary purpose of the position:

Conduct and assist in research for projects funded by the Cancer Institute NSW aimed at deriving cancer patient derived cell lines and xenografts for molecular profiling and drug responsiveness.

Position Environment: (Optional)

The Faculty of Science, Medicine and Health consists of five core schools, supported by seven research centres and the Illawarra Health and Medical Research Institute (IHMRI). The successful candidate will work in the chief investigator's research laboratory located within IHMRI. This \$40 million facility, built in 2010, provides academic researchers and local clinicians with state-of-the-art facilities and technical support and aims to promote interdisciplinary, excellence and innovation in health and medical research. From time to time the successful candidate will also conduct assays and/or collect tissues from collaborating institutions (Ingham Institute at Liverpool Hospital; Royal Prince Alfred Hospital Camperdown; The Kinghorn Cancer Centre, Darlinghurst).

Major Responsibilities:

Tasks	Percentage of time
1. Work toward research objectives, ensuring close liaison with supervisors	Ongoing
2. Planning and execution of experimental cell, molecular and animal-based work and data analyses in liaison with supervisors	70
3. Assist in the management of the laboratory by providing technical support and training of students	30
4. Contribute to high quality technical publications including peer reviewed journal papers.	Ongoing
5. Observe principles and practices of Equal Employment Opportunity	Ongoing
6. Contribute to ensuring that OHS requirements are implemented, including maintenance of records and participation in OHS audits/inspections.	Ongoing
7. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing

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: Marie Ranson

The position supervises the following positions: n/a

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Experience with
 - established cell culture and maintenance
 - deriving and culturing primary cell lines from mammalian tissues
 - flow cytometry and cell sorting
 - confocal/fluorescence microscopy
 - nucleic acid handling, qPCR, and sequencing analyses
 - gene overexpression and silencing techniques
 - Western blotting

Desirable:

- Rodent handling and injection (ip, iv, sc), tumour cell inoculation and measurements
- Whole animal imaging by bioluminescence

SELECTION CRITERIA - Education and Experience:

Essential:

- Bachelor of Science degree, preferably with first class honours. Applicants should have a background in cancer cell and molecular biology, and biochemistry.
- Demonstrated written and oral communication skills

Desirable:

- Well developed computer proficiency
- Ability to carry out duties under minimal supervision
- High degree of flexibility
- Ability to meet deadlines and commitments
- Ability to communicate effectively with Postgraduates and Undergraduates
- The ability to proactively and efficiently execute the administrative functions necessary to support the team effort
- A strong drive and commitment to produce high quality experimental outcomes

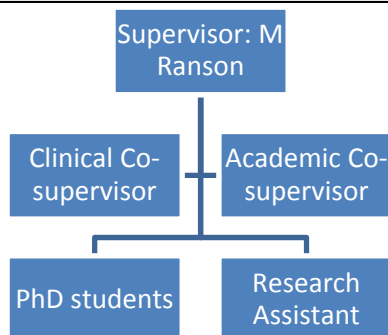
Personal Attributes:

- Flexible approach to work assignments
- Willingness to give and receive positive feedback and constructive criticism
- Taking pride in work and surroundings
- Good problem-solving skills

Special Job Requirements:

Travel to Liverpool Hospital and Sydney CBD hospitals and Institutes to pick up or deliver samples (ad hoc).

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____