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**Research Assistant**

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| **Department/Unit** | Department of Biochemistry and Molecular Biology |
| **Faculty/Division** | Faculty of Medicine, Nursing & Health Science/School of Biomedical Science |
| **Classification** | HEW 5 |
| **Work location** | Clayton campus |
| **Date document created or updated** | 20 November 2017 |

**Organisational context**

Everyone needs a platform to launch a satisfying career. At Monash, we give you the space and support to take your career in all kinds of exciting new directions. You’ll have access to quality research, infrastructure and learning facilities, opportunities to collaborate internationally, as well as the grants you’ll need to publish your work. We’re a university full of energetic and enthusiastic minds, driven to challenge what’s expected, expand what we know, and learn from other inspiring, empowering thinkers. Discover more at [www.monash.edu](http://www.monash.edu)

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/)

The **sub-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](http://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 120 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 120 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 Biomedical Sciences, please visit our website at [www.monash.edu/discovery-institute](http://www.monash.edu/discovery-institute) and [www.med.monash.edu.au/sobs/](file:///C%3A%5CUsers%5Cndaniel%5CDownloads%5Cwww.med.monash.edu.au%5Csobs%5C).

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/](http://www.med.monash.edu.au/biochem/).

The **Rossjohn Laboratory**, as part of a broad collaborative network that includes lead national and international researchers, has provided profound insight into T-cell immunology, specifically defining the basis of key immune recognition events by T-cells. The laboratory has notably pioneered our understanding of lipid-based immunity by the innate Natural Killer T-cells (NKT) and the role of MAIT cells in recognizing vitamin B metabolites. The laboratory is also now exploring opportunities with industry, specifically Janssen, for the development of new therapies to treat rheumatoid arthritis.

To learn more about the Rossjohn laboratory, please visit http://research.med.monash.edu.au/rossjohn/inde

**Position purpose**

Working under routine supervision to general direction, the Research Assistant is responsible for performing a range of research‑related activities (including lab preparation, and operational and administrative duties) to support the delivery of research program outcomes. In particular, this position will involve assisting with projects that require the cloning, overexpression and purification of protein and RNA for biophysical experimentation as well as for x-ray crystallography. It will also involve administrative assistance with ordering of lab consumables and of general organization of lab stock and equipment.

**Reporting Line:** The position reports to the Head of the Infection & Immunity laboratory, Prof Jamie Rossjohn, under routine supervision.

**Supervisory responsibilities:** Not applicable.

**Financial delegation and/or budget responsibilities:** Not applicable.

**Key responsibilities**

1. Assist in conducting experiments, including preparation, sampling, data collection and analysis and preparing results and reports.

2. Assist in preparing documentation (e.g. towards grant applications, research and conference papers), including undertaking literature reviews and data analysis.

3. Provide administrative and/or financial management support for research projects and programs, including maintaining/using information systems, databases, websites and record‑keeping systems.

4. 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.

5. Maintain laboratory equipment and materials including the disposal of waste and ordering of supplies

6. Comply with University policy, procedure and protocols

7. Other duties as directed by the supervisor.

 **Key selection criteria**

**Education/Qualifications**

1. The appointee will have:

**•** a tertiary qualification in a relevant field, or

**•** substantial relevant skills and work experience, or

**•** an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

1. Sound analytical and problem‑solving skills, including the ability to practically apply theoretical principles and techniques to solve problems.
2. High‑level communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues and clients and maintain discretion.
3. High‑level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure.
4. A high level of computer literacy, including demonstrated experience in learning and adopting new software packages as required.
5. A demonstrated understanding of confidentiality, privacy and information handling principles

**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.