



Research Assistant

Position title: Research Assistant

Classification: HEW 5

Division/Department: Immunology

Work location: Parkville

Position reference: WEHI/DAVB280720

Employment type: Full time 2 yr contract

Remuneration range:

Further information: Dr Vanessa Bryant –
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Position reports to: Laboratory Head

Closing date:

Positions reporting to this one:

Position overview

The role of the Research Assistant is to provide technical and operational support for the research in a laboratory or group, with a focus on optimising research productivity. Research Assistants enable and facilitate research, contributing skills and expertise to projects within the group and with external collaborators, under the general direction of the Laboratory Head or Postdoctoral Scientist. The Research Assistant is responsible for performing experiments and/or analyses and/or developing methods and theories and accurately recording all results to contribute to research as directed.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production.

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

Key responsibilities

Scientific Research

- Undertake experimental work and analyses, developing methods and/or theories.
- Provide advice to researchers in the group on research methods, instruments, analyses, tools and/or theories
- Ensure the data is accurate, of high-quality, conforms with good scientific practice and is accessible to other researchers when required
- Communicate results to researchers and collaborators in written and/or visual formats
- May conduct own research projects or collaborate on larger projects
- May contribute to and/or assist in preparation of research papers
- May give presentations to laboratory and division meetings

People development and management

- Manage own continuing development of scientific and technical skills; seek to learn new techniques and methods to support the research
- Work effectively as part of the research team – be reliable and approachable
- Support the training of students, post docs and peers on data collection and analysis, instruments and lab safety

Resources and Planning

- Ensure the research proceeds effectively and efficiently by managing laboratory resources, eg consumables; samples; suggesting new databases and protocols; instruments and/or tools
- Manage research data and outputs including new methods and theories; coordinate, label and file, ensuring compliance with open access requirement of funding bodies and publishers
- Manage operation and communications within the laboratory or research group, eg scheduling team meetings and presentations
- Balance competing needs and timelines of multiple research projects within the laboratory or group, as well as with collaborators within the Institute and externally

Institute culture

- Understand and act within the Institutes culture, values and behaviours; challenge inappropriate behaviours, actively support the Institute's equality and diversity goals.
- Demonstrate scientific and professional integrity, encourage these behaviours in others
- Understand and act within the Institutes compliance policies
- Participate in and contribute to Institute committees

Key selection criteria

Personal qualities

- Good communication skills and the ability to work constructively within a team environment
- Ability to work as part of a team using experimental protocols
- Excellent attention to detail, ensuring that data, methods and theories are accurate, of high-quality and accessible to other researchers
- Ability to manage time effectively and be reliable and approachable
- Willing to take direction and have progress reviewed where required

Knowledge and skills

- BSc with Honours or Masters in an appropriate area of study, or relevant experience
- Demonstrated laboratory research experience
- Basic computer skills and ability to accurately record data, results and the development of new methods and theories
- Project management, excellent oral and written communication and reporting skills

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable workplace with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

Acceptance

I, have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

**) If e-signature is used:*

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Name: Date: