

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	RESEARCH ASSISTANT PROTEIN ENGINEERING		
Division:	Drug Discovery	Department:	Protein Engineering	
Position reports to: (role)	Senior Scientist			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The position will be responsible for conducting high quality research in recombinant protein expression and purification. They will use statistical and database computer packages in the analysis of data and present data to laboratory/company meetings. The Research Assistant will assist with planning research activities for the group, preparation of reports and publications. The person will perform laboratory work consistent with Good Laboratory Practices and be involved in general lab maintenance.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Research and Project Management</p>	<p>70%</p>	<ul style="list-style-type: none"> • Commitment to high quality science (experiments/analysis/presentations) and demonstrated understanding of the focus of our research and science • Consistent delivery on key milestone and project objectives within time constraints of commercial projects • Demonstrated ability for efficient, independent and thorough experimental design and implementation • Critically analyse and troubleshoot results; design appropriate experiments to advance work • Maintain current knowledge of technical and/or scientific literature relating to the project 	<ul style="list-style-type: none"> • High quality data is obtained from appropriate experiments • Accurate and robustly-analysed results interpreted • Assays improved, optimised and/or developed • Outputs documented in appropriate places (e.g., LabArchives, PowerPoint summaries, server, etc) • Actively involved in experiment planning independent day-to-day planning • Discussion and use of relevant technical and/or research literature 	<ul style="list-style-type: none"> • Data and analysis are of the highest quality • Interpretations and conclusions address study aims • Analysis informs troubleshooting and advances projects • Smooth and timely running of research • Data documented in relevant areas • Implemented plans • Aware of relevant technical publications and research
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Laboratory and Operational support	20%	<ul style="list-style-type: none"> • Present data and contribute as required in lab/company meetings, participating in peer review of research, etc. • Apply knowledge of ethical guidelines and adheres to research protocols and/or requirements (e.g. PC2 adherence) • Assume responsibility for general lab maintenance as required (e.g. ordering, waste runs, lab organisation, equipment needs) • Support Drug Discovery's GLP and OSH compliance and requirements, (e.g., by supplying information to relevant officers/representatives) • Assist in database record management and record keeping • Assist in preparing regulatory approvals as required 	<ul style="list-style-type: none"> • Contributes to discussions/meetings • Guidelines understood and managed • Actively involved in maintaining the lab • Keep up to date with guidelines and compliances • Knowledge of inventory management • Involvement/knowledge of regulatory rules as required 	<ul style="list-style-type: none"> • Data is well presented and active involvement in discussions • Abreast of regulatory and quality control guidelines • Adhere to protocols in maintaining lab • Relevance of standard operating procedures • Bioassay and DDU Laboratory and Operational support met
Laboratory and Team Membership	10%	<ul style="list-style-type: none"> • Assist other team members with projects as required ▪ Participate in and maintain a harmonious research team ▪ Co-ordinate with colleagues and collaborators as required 	<ul style="list-style-type: none"> • Share skills and assist in learning, development and growth of staff • Foster a positive and productive team environment • Dynamic relationship with other colleagues/groups 	<ul style="list-style-type: none"> • Shows flexibility in sharing skills • Harmonious and motivated work environment • Feedback from team members and collaborators

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- A BSc (Hons) in appropriate disciplines such as Molecular Biology, Biochemistry, or Microbiology

Skills, Knowledge & Experience:

- A BSc (Hons) in appropriate disciplines such as Molecular Biology, Biochemistry or Microbiology
- At least 2 years post-degree experience in a research laboratory
- Demonstrated experience and knowledge in a wide range of appropriate protein expression, purification and protein analysis techniques, including bacterial expression systems, chromatographic methods (such as affinity, ion exchange and size exclusion using FPLC/HPLC)
- Demonstrated skills in molecular biology techniques, including DNA cloning strategies and analysis
- Enthusiasm to work on commercially-orientated projects and willingness to work to stringent timelines
- Excellent computer, written and oral communication skills
- Excellent analytical and organisational skills, and ability to maintain accurate research records
- Ability to work both independently and productively within a dynamic team environment

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Skills, Knowledge & Experience:

- Experience with biophysical analysis of protein-protein interactions (e.g. Biolayer Interferometry or Surface Plasmon Resonance)
- Experience in methods that measure protein folding and stability
- Experience with proximity assays to measure protein-protein interactions, e.g. AlphaScreen
- Experience with high-throughput platforms
- Experience using robotics for liquid handling

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)? No

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Director of
Scientific
Operations

Immediate level of supervision

Senior Scientist
Protein
Engineering

Other roles reporting to immediate supervisor

		Research Assistant			
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Direct reports (role x no.)

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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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