



POSITION DESCRIPTION

Title:	Research Assistant/Senior Research Assistant
Area/Group:	Uterine Biology Laboratory
Reporting to:	Prof. Lois Salamonsen
Date Last Updated:	15 August 2008
Current Occupant:	Jin Zhang

1. About Prince Henry's Institute

Prince Henry's Institute is a NH&MRC accredited, not-for-profit, independent medical research institute located at Monash Medical Centre in Clayton, Victoria, Australia. The Institute employs approximately 100 research staff, 20 administration/support staff and 30 undergraduate and postgraduate students.

Our research involves the investigation in the fields of reproductive health, hormone action, sex determination, cancer, diabetes, obesity and cardiovascular disease. The Institute works to improve the quality of life by finding and improving methods for prevention, diagnosis and treatment of a variety of health conditions.

2. Purpose of Position

This is a key position within the Uterine Biology laboratory and reports directly to the laboratory head. The role is responsible for carrying out experimental work as well as taking on laboratory organisation responsibilities with a major emphasis on the management of valuable tissue resources.

3. Accountabilities and Responsibilities

General Assistance with various Research Projects

- Day to day planning and execution of experiments under the supervision of senior research staff
- Regular reporting and discussion of experimental outcomes
- Detailed and accurate recordkeeping of experimental procedures and outcomes
- Preparation and timely submission of technical reports and data
- Surveying of literature for research and methodological advances
- Use of computer spreadsheet, graphical and statistical programs
- Work effectively as a member of the technical team
- Train visiting scientists in laboratory skills and techniques

Laboratory Organisation

- Maintaining data-bases and storage of tissue resources
- Maintaining stocks and records of cell lines
- Identifying and ordering minor equipment
- Overall organisation and coordination of laboratory housekeeping activities
- Space allocation (Bench, fridge, freezers etc)
- Overseeing compliance with OHS regulations

Compliance and Legislative Knowledge

- Comply with PHI policies and procedures and relevant appropriate legislation
 - Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.
-

4. Working Relationships

Internal

- Uterine Biology Laboratory
 - Administration Staff
 - Visiting Staff Members
-

5. Selection Criteria

Qualifications

Essential

- BSc

Knowledge & Skills

Essential

- High level organizational skills
- Solid written and verbal communication skills
- Developed interpersonal skills
- Proficiency with common scientific software and web-based applications
- Demonstrated ability to multi-task

Desirable

- Knowledge of endometrial histology

Experience

Essential

- Strong histology and immunohistology experience
- Experience setting up protocols
- Experience and competence in Real Time PCR
- Experience compiling written reports

Desirable

- Experience maintaining databases

Personal Qualities

Essential

- Ability to take initiative and work without day-to-day supervision
- Ability to set timelines and meet deadlines
- Demonstrated ability to work as part of a team
- Meticulous approach to experimental work
- Flexibility and an interest in learning new techniques
- Mature attitude towards cultivating and maintaining a professional work environment
- High level of personal and professional integrity

Other Details

Very occasionally tissues are received from surgery late in the day resulting in unexpected overtime for which staff are entitled to take time off in lieu.

This laboratory conducts research with pregnancy termination material including endometrial tissue and it is imperative that the incumbent is comfortable working in these conditions.