

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> <b>POSTDOC IN CANCER TRANSCRIPTOMICS</b>		
<b>Division:</b>	<b>Chronic and Severe Diseases RFA</b>	<b>Department:</b>	Cancer Research / Precision Medicine Center	
<b>Position reports to:</b> (role)				
<b>Location:</b> <i>include all possible locations</i>		100 Roberts Road Subiaco		
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The position, part of the newly established Telethon Kids Cancer Centre and Personalised Medicine Centre for Children, aims to utilise bulk, single cell and spatial RNAseq data to discover new disease drivers and identify new therapeutic opportunities. The postdoc will be involved in the analysis and interpretation of patient-derived tumour samples. In addition to the routine analysis of bulk RNAseq samples, our project involves single cell and spatial transcriptomics samples. These innovative approaches have the potential to map tumour heterogeneity at an unprecedented resolution and offer candidate applicants the unique opportunity to build their capacity in these emerging fields in cancer research. A strong focus will be on extracting potential biomarkers and signatures to be followed up by laboratory experiments. This work has the potential to lead to greater improvements in patient wellbeing, through a more targeted approach to clinical care.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Laboratory activity</b>	70	<ul style="list-style-type: none"> <li>• Plan and undertake research projects in collaboration with supervisor</li> <li>• Provide expertise in the design and analysis of next generation sequencing experiments</li> <li>• Analysis of bulk and single cell RNA-Seq experiments</li> <li>• Contribute to preparation of manuscripts</li> <li>• Contribute to preparation of grant applications</li> <li>• Present data at seminars and conferences</li> <li>• Collaborate with teams of scientists at TKI and Harry Perkins</li> <li>• Seek independent funding for research program.</li> <li>• Set up and maintain equipment</li> <li>• Attendance and participation at research seminars and meetings</li> <li>• Other duties as directed by supervisor and other team members</li> </ul>	<ul style="list-style-type: none"> <li>• Analysis results</li> <li>• Collaborative attitude</li> <li>• Gain of new knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from leader and team members</li> <li>• Participation in research discussions</li> </ul>
<b>Administration</b>	10	<ul style="list-style-type: none"> <li>• Conducting syntheses of literature, writing and/or assisting with the editing of publications, grants, ethics applications, reports or other materials</li> <li>• Generate and maintain standard operating procedures</li> <li>• Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence</li> <li>• Active participation in working groups and committees</li> <li>• Other administrative activities as requested by line manager</li> </ul>	<ul style="list-style-type: none"> <li>• Clear and concise communication</li> <li>• Up to date knowledge of procedures</li> <li>• Correspondence requests completed within a few days</li> <li>• Requests completed within a timely manner</li> </ul>	
<b>Teaching, Training and Engagement</b>	10	<ul style="list-style-type: none"> <li>• Propose research projects for students</li> <li>• Supervise and mentor staff and students (higher degree and honours)</li> <li>• Contributes to, coordinates or attends consumer/community participation groups and forums</li> <li>• Participates in Institute public events (including fundraising, donor, research presentations etc.</li> <li>• Communicates research program and findings in Institute forums (e.g. seminars)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide mentorship and training</li> <li>• Ensure the learning and development of staff/students</li> <li>• Engage with fundraisers/donors and general public about our research</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of performance of team members</li> <li>• Feedback from team members</li> <li>• Attendance and participation at fundraising functions</li> </ul>

Team membership	10	<ul style="list-style-type: none"> <li>Organise and participate in team meetings</li> <li>Working cohesively and collaboratively with others - both internal (direct team members) and external (other TICHR/PMH staff and collaborators)</li> <li>Provide regular performance feedback to line manager</li> <li>Build networks with other researchers, health care providers and policy makers working in related areas</li> </ul>	<ul style="list-style-type: none"> <li>Effective teamwork</li> <li>Foster a positive and productive environment</li> <li>Provide mentorship and training</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from team members and collaborators</li> <li>Harmonious and motivated work environment</li> <li>Active participation in the GPS evaluation process</li> </ul>
<b>ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:</b>				
<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role		<ul style="list-style-type: none"> <li>Bachelor's degree in field of bioinformatics or related sciences, with Honours or a Masters degree</li> <li>PhD degree in field of bioinformatics or related sciences</li> </ul>		
<b>Skills, Knowledge &amp; Experience:</b>		<ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Experience in cancer biology or related field is a bonus</li> <li>Experience in bioinformatics</li> <li>Demonstrated high-level written and oral communication skills</li> <li>Demonstrated ability to set goals, develop priorities and meet deadlines</li> <li>Demonstrated knowledge of research methodologies</li> <li>Experience in scientific paper preparation</li> <li>Confidence to work independently</li> <li>Ability to manage multiple priorities and a demanding schedule</li> <li>Good interpersonal and communication (both written and verbal) skills</li> <li>Excellent planning and organizational skills with excellent attention to detail</li> </ul>		
<b>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</b>				
<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role		<ul style="list-style-type: none"> <li><i>A PhD in a relevant subject area (e.g. Cancer, Genomics, Transcriptomics, Computational Biology, Bioinformatics, Computer Science, Statistics) and some background in programming and command line UNIX/ Linux</i></li> </ul>		
<b>Skills, Knowledge &amp; Experience:</b>		<ul style="list-style-type: none"> <li>Experience in the analysis of next generation sequencing data</li> </ul>		
<b>SCOPE:</b>				
<b>Financial accountability:</b> Does this role have accountability for a budget? Yes				
<b>People responsibility:</b> Does this role have any direct reports or indirect reports (through direct reports)? 2				

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

Next level of supervision

RFA Head,  
Chronic and Severe  
Diseases

Immediate level of supervision

Head,  
Computational  
Biology

Other roles reporting to immediate supervisor

Senior Research Officer	Research Officer	Post-doctoral Research Officer	Research Officer	Students	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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