

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" 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 Genetics and Rare Diseases		
Division:	Chronic and Severe Diseases	Team:	Genetics and Rare Diseases	
Position reports to: (role)	Research Officer – Genetics and Rare Diseases			
Location: <i>include all possible locations</i>	Perth Children Hospital, 15 Hospital Avenue, Nedlands			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
The position will be involved in applying state of the art CRISPR genome editing to proof of concept scientific problems and functional genomic studies to facilitate diagnosis of Rare Diseases.				
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

Research Activity		<ul style="list-style-type: none"> • Conduct research using CRISPR/Cas9 Gene editing approaches in a variety of cell lines including induced pluripotent stem cells • Reprogramming and differentiation of induced pluripotent stem cells • Plan and undertake research projects in collaboration with supervisor • Present data at seminars and conferences • Set up and maintain equipment • Attendance and participation at research seminars and meetings • Other duties as directed by supervisor and other team members 	<ul style="list-style-type: none"> • Successful research project outcomes • Analysis results • Collaborative attitude • Gain new knowledge 	<ul style="list-style-type: none"> • Successful research outcomes • Positive feedback from leader and team members • Participation in research discussions
Administration		<ul style="list-style-type: none"> • Generate and maintain standard operating procedures • Maintain electronic lab books and general documentation • Writing methods sections and figure generation for publications or conference presentations • Active participation in working groups and committees • General maintenance of the laboratory • Other administrative activities as requested by line manager 	<ul style="list-style-type: none"> • Clear and concise communication • Up to date knowledge of procedures • Requests completed within a timely manner 	<ul style="list-style-type: none"> • Feedback from Manager and team
Teaching, Training and Engagement		<ul style="list-style-type: none"> • Supervision of research students • Communicates research program and findings in Institute forums (e.g. seminars) 	<ul style="list-style-type: none"> • Provide laboratory training to research students 	<ul style="list-style-type: none"> • Feedback from team members
Team Membership		<ul style="list-style-type: none"> • Participate in team meetings • Provide regular performance feedback to line manager 	<ul style="list-style-type: none"> • Effective teamwork 	<ul style="list-style-type: none"> • Positive feedback from team members and collaborators • Active participation in the GPS evaluation process

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

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

- Bachelor (Honours) in Biomedical Science or similar degree

Skills, Knowledge & Experience:

- Experience in mammalian cell culture and excellent aseptic techniques
- Experience in a range of molecular biology techniques such as DNA amplification (PCR) and cloning, DNA purification, restriction analysis and gel electrophoresis
- Excellent written and oral communication skills and the ability to communicate in English to an international scientific audience
- Ability to work as part of a team
- Demonstrated ability to set goals, develop priorities and meet deadlines
- Confidence to work independently
- Good interpersonal and communication (both written and verbal) skills
- Excellent planning and organizational skills with excellent attention to detail
- Ability to maintain accurate research records

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

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

Skills, Knowledge & Experience:

- Experience working with induced pluripotent stem cells including general maintenance, differentiation and re-programming
- Experience with western blotting, flow cytometry and immunofluorescence

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. of direct reports

0

No. of indirect reports

0

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

Next level of supervision

Program Head
Genetics and Rare
Diseases

Immediate level of supervision

Research Officer
Genetics and Rare
Diseases

Other roles reporting to immediate supervisor

		Research Assistant Genetics and Rare Diseases			
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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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