

Title:	Research Assistant
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	RSS Y
Date Last Updated:	July 2015

1. About Hudson Institute

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre's coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organizations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

2. Overview of the Position

Typical activities for this role include:

- Develop & maintain procedures, protocols, systems and/or equipment
- Provide specialized technical services
- Prepare reports and documents
- Assist students with laboratory requirements
- Operate specialized equipment and/or software
- Undertake research & project work
- Investigate and recommend equipment requirements

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ Degree level qualification with significant relevant work experience; or ▪ Substantial experience and expertise in a similar role; or ▪ An equivalent combination of relevant substantial experience and education/ training
Supervision & Leadership	<ul style="list-style-type: none"> ▪ General direction ▪ Takes responsibility for coordinating others to complete tasks ▪ Will follow complex direction ▪ Will provide training to others ▪ Will demonstrate leadership within the lab ▪ May oversee or coordinate other research/technical staff and/or students
Knowledge	<ul style="list-style-type: none"> ▪ Performs specialized tasks which require specific knowledge & proficiency in the work area's rules, regulations, processes & techniques ▪ Understands and identifies how their work impacts on other related functions ▪ Adapts procedures and techniques in consultation with others to achieve objectives ▪ Will demonstrate areas of specialist expertise ▪ Will contribute significant intellectual input into the technical aspects of research direction ▪ May contribute to the conceptualization and development of research projects ▪ Keeps up with technical trends and developments
Communication & Profile	<ul style="list-style-type: none"> ▪ Prepares technical reports and data to a level appropriate for presentation and/or publication ▪ Contributes to the production of published works in refereed journals, books, conference or seminar papers ▪ Plans, leads and facilitates technical training sessions for research and technical staff and students ▪ Assists others with laboratory requirements ▪ Liaises with supplier representatives regarding technical developments ▪ May present at Institute level and sometimes at meetings
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Contributes intellectual input into the technical aspects of the Institute's research activities ▪ Will contribute to scientific or technical planning ▪ Takes responsibility for overall lab systems and efficiency

4. Working Relationships

Internal

- Supervisor
- Laboratory Head
- Laboratory Staff

- Scientific Support staff

External

- (collaborators?)
- Other departments?
- Animal house staff?

5. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people’s greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other’s knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.

6. Endorsement

Name: (Supervisor)			
Signed:		Date:	



Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	