

Title:	Biobank Specialist
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	RSS W
Date Last Updated:	June 2017

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

The Biobank Technical Specialist will take responsibility for the acquisition, processing and storage of bio-samples as part of a newly formed program in paediatric cancer precision medicine program at the Hudson Institute of Medical Research and Monash Health campus. We are looking for someone who is passionate about translational research and making an immediate impact on patient care.

Duties

- Processing tumour and normal tissues that are acquired as part of Monash Children's Hospital tissue bank activities.
- Acquisition and processing of samples acquired from external sites (e.g. Royal Children's Hospital).
- Maintain necessary biobank supplies
- Maintain service records and prepare invoices for services
- Ensure samples are collected and processed, labelled, stored and cataloged appropriately
- Perform DNA, RNA and protein extraction from blood and tissue samples
- Perform immunohistochemical staining of tissue samples
- Retrieve requested samples and prepare sample inventories/data reports as needed
- Ensure necessary consents/authorizations are in place for sample collection
- Handle sample requests, procure needed authorizations, and process/deliver samples within agreed upon timelines
- Track tasks and deliverables to maintain accurate records and ensure projects meet timelines

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	Bachelor's or higher degree
Supervision & Leadership	Demonstrated leadership and motivational capabilities. Ability to function independently and manage one's own time and work tasks Ability to work as an effective research team member
Knowledge	Performs tasks which require proficiency in the work area's rules, regulations, processes and techniques Will provide general information and assistance to other staff With training, understands how their work interacts with other related functions Employment of universal biohazard safety precautions
Communication & Profile	Interacting professionally with patients to obtain informed consent
Judgment, Innovation and Problem Solving	Meticulous Attention to detail Ability to finish tasks in a timely manner Ability to maintain confidentiality

4. Working Relationships

Internal

- Supervisor
- Laboratory Head
- Laboratory Staff
- Scientific Support staff

External

- (Project Collaborators)

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:	