

Title:	Senior Research Assistant
Group & Centre:	Centre for Cancer Research (Firestein Lab)
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	RSS Z
Date Last Updated:	April 2018

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:

- Support a specialized work group where innovation, initiative &/or judgment may be required
- Supports project development & implementation through application of technical knowledge
- Assist in the management of a large functional unit with a diverse or complex set of functions & significant resources
- Support complex projects
- Provide leadership in a specialized area

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ Postgraduate qualifications & substantial relevant experience; or ▪ Extensive relevant experience & proven specialist expertise; or ▪ An equivalent combination of relevant experience & education/training.
Supervision & Leadership	<ul style="list-style-type: none"> ▪ Broad direction ▪ Works with a degree of autonomy ▪ May have support/oversight responsibility for a functional area and/or supervise other administrative, technical and/or professional staff ▪ Models the behaviour expected of others ▪ Motivates others to deliver against goals ▪ Actively seeks to improve others' skills & talents by providing constructive feedback, coaching & training opportunities
Knowledge	<ul style="list-style-type: none"> ▪ Conceptualizes, develops & reviews technical aspects of projects and makes recommendations in consultation with others ▪ Assists with programs involving major change that may impact on other areas of the lab/Centre's operations ▪ Translates research strategy into meaningful long-term plans & objectives for own area or responsibility ▪ Identifies & responds to new & emerging strategic issues impacting the groups/Centre ▪ Should be a recognized authority in a specialized area ▪ May use specialized knowledge to challenge established procedures and precedents
Communication & Profile	<ul style="list-style-type: none"> ▪ Initiates & maintains effective relationships with peer & senior level internal & external stakeholders ▪ Manages consultation processes with suppliers and collaborators ▪ Will have evidence of research outputs including work published in journals, conference/seminar papers, reports or other professional or technical contributions ▪ Will support and contribute to grant writing and grant reporting processes ▪ May present at local or national meetings where appropriate ▪ Will undertake committee work at an Institute or precinct level.
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Responsible for technical planning & implementation ▪ Provides high level/specialised project support & technical advice requiring consideration & integration of a range of resources, protocols, technical/commercial requirements and Institute expertise ▪ Will investigate &/ develop new ways of using a specific body of knowledge to apply to work assignments ▪ Contributes to the Lab/Centre's planning processes

4. Working Relationships

Internal

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

External

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:	