

Title:	Senior Technical Assistant
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	RSS W
Date Last Updated:	June 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

The Nold Laboratory requires a Senior Technical Assistant to examine multiple aspects of inflammatory diseases in early life and adult disease. The research projects (both clinical human studies and experimental animal studies) examine cytokine treatments in areas of unmet medical need.

Typical activities for this role include:

- You will contribute to the research projects by performing a range of research-related tasks that may include any of the following:
- Perform experimental methods relevant to immunology and molecular biology, including (but not limited to): cell culture (including maintaining cells lines as well as primary cells and human blood cells), methods of protein detection (e.g. ELISA), methods of nucleic acid

isolation and detection (e.g. DNA/RNA preparation, PCR), animal experiments on mice (e.g. including injections, tissue harvesting and processing). Experience in these techniques is strongly preferred.

- Provide administrative support, including the use and maintenance of electronic and paper-based information systems, databases and records.
- Participate in team meetings.
- Assist in coordinating and documenting communications relevant to the program.
- Other duties as required within the scope of the classification of this position.
- Attendance at surgical/clinical cases and liaison with patients and hospital staff
- Transportation of samples from point-of-collection
- Processing, preparing and storage of clinical specimens and cell culture samples.
- Assistance with ethics applications and compliance
- Assistance to laboratory staff with sample recovery
- Follow-up for patient clinical information, pathology reporting, etc. as required.

3. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ Prior experience in the collection and processing of clinical and cell culture samples, basic lab experience in techniques as ELISA, RNA isolation, Histology is desirable.
Supervision & Leadership	<ul style="list-style-type: none"> ▪ Performs straightforward tasks with minimal supervision ▪ Routine to close supervision of more complex tasks ▪ May undertake independent work ▪ May coordinate others to complete a task ▪ Listens to and implements feedback
Knowledge	<ul style="list-style-type: none"> ▪ Demonstrated level of computer proficiency in using software such as Microsoft Office, GraphPad Prism and potentially other software, with the capability and willingness to learn new packages as appropriate. ▪ Performs straightforward tasks with minimal supervision ▪ Routine to close supervision of more complex tasks ▪ May undertake independent work ▪ Listens to and implements feedback ▪ Current Victorian driver's license
Communication & Profile	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills and ability to communicate effectively with peers, supervisors and collaborators ▪ Demonstrated capacity to work in a collegiate and cooperative manner with other staff in the workplace while also working independently and with initiative. ▪ Flexibility to work sometimes outside regular work hours. ▪ Records & documents experimental procedures according to established protocols ▪ Organises information in a logical sequence ▪ High level of attention to detail in record keeping
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Uses judgment to solve problems arising in work area ▪ May take initiative to recommend and improve processes in work area

4. Working Relationships

Internal

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

External

- School of Clinical Sciences
- Biochemistry department Monash University
- Monash Medical Centre
- 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)	A/Prof Claudia Nold		
Signed:		Date:	2/7/2018
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	