

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Research Assistant
Position Number	
Classification	RA6
Location	85 Commercial Road Melbourne
Effective Date	June 2018

Purpose:

The purpose of this position is to undertake laboratory research and development work within the Burnet Institute. The position will be an essential role in the development of a rapid diagnostic assay. The successful applicant will work in accordance with project time lines and achieve project outcomes with a milestone driven approach.

This position would suit scientists with immunoassay and protein chemistry background to gain further experience in the skills required for the development of rapid diagnostic products.

The position is funded for a period of 6 months in the first instance.

Supervision Reporting Relationships:

This positions' supervisor/manager	Mary Garcia
Other positions reporting to <u>this</u> position	None

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	Laboratory Activities	<p>Conduct hands-on specialised laboratory work with a view to develop new rapid diagnostic assays.</p> <p>Work in accordance with project time lines and achieve project outcomes with a milestone driven approach.</p> <p>Partake in the planning of experiments and projects under the supervision of the senior scientist.</p> <p>Make decisions on technical problems and methods, and devise new approaches to problems encountered.</p> <p>Generate documents and records in accordance with Quality Systems requirements.</p> <p>Prepare reagents and materials according to manufacturing processes and standard operating procedures.</p> <p>Analyse and interpret results for presentation at weekly meetings.</p> <p>Maintain detailed workbooks and laboratory records.</p> <p>Implement workplace safety and promote continuous improvement on workplace safety and environmental practices.</p>

Key Responsibility Areas		
2.	Data Analysis	Prepare scientific reports and presentations as required. Generate comprehensive data analysis which meets the requirements for product validation and verification; Provide summary interpretations of project progress.
3.	Project Planning	Work in accordance with project time lines and achieve project milestones. Maintain substantial knowledge of state-of-the-art advances in the areas of diagnostic technology and infectious diseases.
4.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
5.	Training	Responsible for completing all required training in line with the position / role.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Degree in Immunology, Biochemistry or relevant discipline or minimum 2 years' experience in related field of diagnostic development.	Essential

Experience / Knowledge / Attributes		
1.	Demonstrated track record in conducting or developing immunoassays, particularly ELISA's and/or rapid immunochromatographic tests.	Essential
2.	Skilled in handling of infectious materials and experience in tissue culture techniques.	Essential
3.	Experience in: <ul style="list-style-type: none"> a. Protein production and purification. b. Generation and analysis of monoclonal and polyclonal antibodies for use in immunoassays c. Chemical and nanoparticle conjugation techniques. d. Electrophoretic analysis including SDS PAGE and Western Blots 	Essential
4.	Able to work independently and collaboratively in a team environment. Excellent communication and interpersonal skills; self-motivated and focused.	Essential
5.	Able to use standard computer programs including Word, PowerPoint, Excel and prism.	Essential
6.	Experience in meeting commercially driven milestones and deadlines.	Preferable
7.	Experience in Quality Systems and regulatory processes for in-vitro diagnostics.	Preferable
8.	Skilled in the implementation of GLP or GMP processes.	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating

the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact Mary Garcia mgarcia@burnet.edu.au 92822116