Burnet Institute
Medical Research. Practical Action.

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	AMREP Flow Cytometrist (Parental Leave Cover)
Position Number	
Classification	
Location	85 Commercial Road Melbourne
Effective Date	October 2017

Purpose:

The AMREP Flow Cytometrist will have a shared responsibility for the technical functions and operations of the flow cytometry laboratory. The Flow Cytometrist will provide training and education for users, guidance with analysis of samples and data, help with sorting a variety of cell types, interact with a wide range of research groups and meet their needs in accordance with established policies, procedures and regulations.

The Core Flow Facility currently contains 3 cell sorting platforms (expanding to 4 in October 2017), 9 cell analysis platforms and 1 imaging flow cytometer.

Sorting Platforms:

- 2xFACSAria triple LASER 9 colour cell sorters with ACDU (one located in a PC3 environment)
- 1x FACSAria Fusion (housed in a BSCII for human sample sorting)
- 1xInFlux 4 LASER 14 colour 6 way sorting platform with ACDU.

Analysis flow cytometers include:

- 3xFACSCalibur dual LASER 4 colour detection
- 2xBD FACSCanto II (2 and 3 LASER variants, 6-8 colour detection, one with plate-reader HTS)
- 1xBD LSRII SORP (4 LASER 16 colours)
- 1xBD Fortessa (4 LASER 16 colours with HTS)
- 1xBD X-20 Fortessa (5 LASER 18 colours with HTS)
- 1xAMNIS ImageStream MkII
- 1xCytoFlex (3 LASER 13 parameter with plate-reader HTS)

Supervision Reporting Relationships:

This positions' supervisor/manager	Flow Cytometry Core Facility Manager
Other positions reporting to this 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.	Perform routine and moderate to complex sort setup analyses (FACS) according to procedures

	Key Responsibility Areas
	established in consultation with users including evaluation of new procedures or methods under direct supervision of department supervisor or group leader.
2.	Assist in training and orientation of staff
3.	Perform routine cleaning, upkeep and minor trouble shooting of flow cytometry based instrumentation as well as quality control of instrument function. Prepare solutions and reagents, maintain laboratory records and perform general laboratory maintenance.
4.	Perform and adhere to all aspects of flow laboratory procedures and protocols following safety guidelines and safety manuals.
5.	Provide guidance to laboratory personnel in identifying, analysing and solving problems concerning individual samples, tests performed and equipment malfunctions.
6.	May participate in special projects requiring data collection, analysis and presentation of data and analyses.
7.	Report problems concerning individual cases, tests, equipment and supplies to laboratory supervisor or senior flow cytometrist scientist to ensure timely resolution.
8.	The candidate will receive full and comprehensive training, however they should continue to develop their theoretical and practical expertise in flow cytometry techniques in the framework of the core facility team.
9.	Participate in the development and optimization of novel protocols and techniques in flow cytometry to enhance and increase the quality of service offered.
10.	**Occupational Health & Safety** Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.

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
	A Bachelor of Science degree (BSc.), Medical Laboratory Science (BMLSc) or equivalent tertiary qualification	Essential

Experience / Knowledge / Attributes		
1.	Ability to work in a variety of scientific areas	Essential
2.	Skilled use of word processing, spreadsheet, presentation and internet software is expected. Skill with scientific software for data analysis and handling is an advantage	Essential
3.	Strong and proactive work ethic, and demonstrate a willingness to learn	Essential
4.	A high degree of interest in the fields of flow cytometry, immunology, virology and cell biology	Essential
5.	Good communication skills, be a team player and be prepared for flexible work arrangements	Essential
6.	Detail oriented and able to prioritise multiple tasks	Essential
7.	Sound judgment, strong analytical skills and exceptional interpersonal skills	Essential
8.	Knowledge of Haematology, Virology and/or Cell Biology as relevant to flow cytometry	Highly preferred
9.	Previous experience with polychromatic flow cytometry data analysis, interpretation and presentations, which include multicolour panel design	Highly preferred
10.	Previous flow cytometer operation, understanding of flow cytometric basic principles, theory and practical applications	Highly Preferred

11.	Research laboratory experience, particularly for PC2 and PC3 certified labs	Highly Preferred
12.	Knowledge of Flow Cytometric data analysis software, CellQuest, FlowJo, WEASEL, FlowLogic, WinList, WinMDI, DIVA, FlowLogic or equivalent is beneficial	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.

AMREP Overview

The AMREP partnership of Burnet Institute, Baker Heart and Diabetes Institute, Monash University, LaTrobe University and Alfred Health has established several instrumentation platforms to provide state of the art resources and to actively support research utilizing flow cytometry (AMREPFlow) and microscopy / imaging studies (Monash MicroImaging – AMREP node). These are operated collegially, with staff appointed by one of the partners but working across the AMREP campus as needed.

Further Information:

For further information, please contact Geza Paukovics (Flow Cytometry Core Facility Manager) on (03) 9282 2246 or geza.paukovics@burnet.edu.au