JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described			
POSITION DETAILS:	**Position Title:**	**RESEARCH ASSISTANT PHAGE ENGINEERING**		
Division:	Drug Discovery		**Department:**	
Position reports to: (role)	Group Leader Phage Engineering			
Location: *include all possible locations*	100 Roberts Road Subiaco			

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The position will be responsible for conducting high quality research, performing and developing cell bioassays. They will use statistical and database computer packages in the analysis of data and present data to laboratory/company meetings. The Research Assistant will assist with planning research activities for the group, preparation of reports and publications. The person will perform laboratory work consistent with Good Laboratory Practices and be involved in general lab maintenance

KEY RESPONSIBILITY AREAS ***(Please list in order of importance)***

Key Position Accountabilities What are the main areas for which the position is accountable	***% of Total Role***	***Inputs:*** What are the key activities or tasks to be carried out?	***Outputs:*** What are the expected end results?	***Measures:*** How it is measured

Research and commercial activities	70%	Commitment to high quality science and demonstrated understanding of the focus of our research and science. Increased involvement in project planning and more responsibility for general laboratory logistics	• Constructive attitude to project goals, collaborative establishment of work plans and critical feedback where necessary. • Self-driven background reading and participation in journal club	• Data and analysis are of the highest quality • Interpretations and conclusions address study aims
		Contribute to conceptualisation, management and implementation of in-house and commercial projects relating to Drug Discovery with special emphasis on Phage display and mammalian CPP screens	• Parallel processing of in-house and commercial projects according to priorities decided by management • Continuous improvement of Phylogica platforms, in particular relating to phage screens and CPP program	• Analysis informs troubleshooting and advances projects • Smooth and timely running of research
		Consistent delivery on key milestone and project objectives within time constraints of commercial projects	• Good time management; suggestions to prioritise important tasks to achieve milestones; occasional flexibility in work hours, eg. working in shifts with colleagues; work sharing to save time	• Deadlines are met • Meeting and reporting obligations • Implemented plans
		Demonstrated ability for efficient, independent and thorough experimental design and implementation	• Conclusive interpretation of experiments or clear analysis of reasons for experiments to fail. Self-driven work planning and meticulous planning	• Smooth and timely running of projects

Professional development and leadership	20%	Working cohesively and collaboratively with colleagues within DDU as well as with other institute staff and collaborators. Assist other team members when required. Coordination of equipment and facility use with other groups as required (Autoclave runs, PC2 lab etc.); help building and maintaining efficient work team	• Positive feedback from others; good work atmosphere • Smooth running of laboratory routine; efficient resolution of conflicts	• Abreast of regulatory and quality control guidelines • Relevance of standard operating procedures • Harmonious and motivated work environment
		Publication in peer-review journals; inventorship on patent applications; conference presentations or posters	• Contributions to publications, patents, presentations	• Aware of relevant technical publications and research • Reports and publications produced
		Up-to-date knowledge and skills of new technologies and techniques in phage display, lead optimization via genetic and chemical mutagenesis approaches and CPPs through literature, collaboration, participation in workshops and conferences	• Continuous professional advancement • Active contribution to projects	• Active professional advancement by attending webinars, courses and workshops
		Fulfil general requirement/obligations on division/institutional basis (Seminars, Lab meetings, telcos).	• Positive feedback • High level of information sharing and scientific discussion	• Phage Engineering and DDU Laboratory and Operational support met
Knowledge transfer and administrative tasks	10%	Maintain high quality communications within Phylogica division; regular and transparent communication with group leader and Director of Research and Scientific Operations	• Regular, good and clear communication • Organised and accessible experimental summaries and presentations	• Feedback from team members and collaborators • Continuous transparent communication with all relevant person in group and management

		Experimental record keeping including LabArchives and general documentation; Adherence to GLP, OSH and Biosafety rules	• Meticulous documentation that allows ready access to experimental data, both raw and appropriately analysed and presented • Regard for laboratory safety for self and others • Knowledge and application of GLP rules	• Relevant areas where documents are stored are all up to date and accessible in correct format • Adheres to OSH, PC2 and GLP rules
		Assistance with all aspects of the institute move to the new QE2 site	• Complete electronic records of stored freezer samples • Preparation of laboratory items for removal • Culling of temporarily stored samples	• Working cohesively with colleagues in preparation to move to new facility

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:	
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• A BSc (Hons) in appropriate disciplines such as Molecular Biology, Biochemistry, Microbiology, or Immunology

Skills, Knowledge & Experience:	• At least 2 years post-degree experience in a research laboratory • Demonstrated experience in a range of molecular biology techniques, such as DNA amplification (PCR) and cloning, DNA purification, restriction analysis and gel electrophoresis • Demonstrated experience in the analysis of samples by flow cytometry, ELISA and proliferation/viability assays, and general assay development and optimisation • Demonstrated experience in mammalian tissue culture techniques (adherent and suspension cells) • Enthusiasm to work on commercially-orientated projects and willingness to work to stringent timelines • Excellent computer, written and oral communication skills • Excellent analytical and organisational skills, and ability to maintain accurate research records • Ability to work both independently and productively within a dynamic team environment
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:	
Skills, Knowledge & Experience:	• Experience with filamentous and/or lytic bacteriophage • Experience with recombinant protein expression • Experience with peptide handling and analysis • Experience with culturing gram-negative bacteria (biosafety level 2) • Experience using robotics for liquid handling
SCOPE:	
Financial accountability: Does this role have accountability for a budget?	
No	
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?	

No. of direct reports		No. of indirect reports	

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision			Director of Scientific Operations			
Immediate level of supervision			Group Leader Phage Engineering			
Other roles reporting to immediate supervisor		Senior Scientist	Research Assistant			