



POSITION DESCRIPTION

Faculty of Veterinary Science

Clinical Research Assistant

POSITION NO	0024838
CLASSIFICATION	Research Assistant Grade 1
SALARY	\$55,823 - \$61,138 p.a.
SUPERANNUATION	Employer contribution of 9.25%
EMPLOYMENT TYPE	Full-time (fixed-term) position available for 2 years Fixed-term contact type: External funding
OTHER BENEFITS	hr.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to www.jobs.unimelb.edu.au and use the Job Search screen to find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Ted Whitem Tel +61 3 9731 2061 Email ted.whitem@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

hr.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The position is based in the Translational Research and Animal Clinical Trials (TRACTS) group, based at the Veterinary Hospital in the Faculty of Veterinary Science at Werribee, within the University of Melbourne.

The full-time research assistant will be working to assist clinician researchers in conduct and performance of laboratory, clinical and experimental animal trials.

The appointee will help conduct research in areas such as measuring effects of drug action distribution and safety, the development of new diagnostic techniques and the understanding of animal health and disease. The day-to-day work will include the collection and processing of samples from animals, the programming, maintenance and deployment of experimental equipment, the maintenance and organisation of the laboratories and the collection and processing of experimental data.

The appointee will work under the direct supervision of Professor Ted Whitem.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A Bachelor's degree in Science, Animal Science or related field, or extensive experience as a research assistant.
- ▶ Experience with handling of and sampling from large animals.
- ▶ The use of laboratory equipment for sample preparation and processing.
- ▶ Demonstrated ability to manage competing priorities and excellent time management skills.
- ▶ Well-developed problem solving skills.
- ▶ Demonstrated ability to work effectively both independently and as a member of a research team.
- ▶ Sound computer skills especially with Microsoft Office product suite.
- ▶ Well-developed and demonstrable skills in computer-based data management and graphical presentation using spreadsheets.
- ▶ Experience with chemical analyses such as; high performance liquid chromatography or immunoassay methodologies e.g., RIA and ELISA

1.2 DESIRABLE

- ▶ Experience in assisting with surgical procedures, including anaesthesiology, chemical handling and aseptic procedures.

2. Special Requirements

- ▶ Driver's licence valid for the State of Victoria.
- ▶ Occasional out-of-hours work may be required during conduct of experiments.

3. Key Responsibilities

3.1 DUTIES

- ▶ Assist with project planning, preparation of reports, papers, and posters.
- ▶ Coordinate and conduct the technical aspects of projects as directed and according to written protocols and SOPs.
- ▶ Operate and maintain specialised laboratory equipment.
- ▶ Research data collection, entry and management.
- ▶ Develop and improve processes to maintain integrity of research records, data collection and processing.
- ▶ General laboratory duties including making up of buffers, setting up and execution of appropriate experiments.
- ▶ Take responsibility for housekeeping in the Veterinary Hospital research laboratories.
- ▶ Liaison with collaborators, animal facilities management and other laboratory managers.
- ▶ Attend and participate in lab meetings and seminars.
- ▶ Undertake other duties as required.

3.2 RESEARCH (ADVANCEMENT OF THE DISCIPLINE)

Working under limited supervision:

- ▶ Managing technical support and facilities for research. This includes organising equipment for research, and conducting and managing protocols, and the coordination and supervision of technical input and casual research staff.
- ▶ The appointee is expected to:
 - ▶ Undertake observation and measurement in field work.
 - ▶ Contribute, in consultation with the supervisor, to designing and implementing project work and the conduct of the project.
 - ▶ Contribute to the production of regular reports, conference and seminar papers and publications from that research.
 - ▶ Maintain detailed records of work undertaken and results obtained.

3.3 KNOWLEDGE TRANSFER

- ▶ Contribute to the production of regular reports, conference and seminar papers and publications from that research.
- ▶ Expand the knowledge of the discipline which impacts the field.
- ▶ Publication of refereed journals, book chapters and other scholarly output within the scope and level of appointment.

3.4 SERVICE AND LEADERSHIP

- ▶ Coordinate meetings associated with research or the work of the organisational unit.
- ▶ Administration duties will involve liaison with scientific and organisational personnel to arrange and coordinate research visits, facilities and support staff.

- ▶ Contribute and participate to relevant Departmental and School committees, as required

3.5 OCCUPATIONAL HEALTH AND SAFETY (OH&S) AND ENVIRONMENTAL HEALTH AND SAFETY (EH&S) RESPONSIBILITIES AS OUTLINED IN SECTION 5.

4. Other Information

4.1 BUDGET DIVISION

<http://www.vet.unimelb.edu.au/>

The Faculty of Veterinary Science is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. It is located in both the Western Precinct of the main University campus, and at its Werribee site. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are located at both the Parkville and Werribee campuses, and the Veterinary Hospital operates at Werribee. Years 1 and 2 of the course are conducted at the Parkville (preclinical) site and years 3 and 4 at the Werribee (clinical) site, in conjunction with the Veterinary Hospital.

The Faculty hosts the Centre for Animal Biotechnology and the Centre for Equine Virology at Parkville, while the Australian Poultry Cooperative Research Centre, in which the University is a core partner, operates from both campuses. The newly-completed Bio 21 Institute Building, adjoining the Veterinary Science building, is occupied by multidisciplinary research groups from early 2005, and provides new opportunities for veterinary science to participate in genomics-based research discovery and biotechnology innovation in medicine, animal health, disease diagnosis, therapeutics, food safety and biosecurity.

4.2 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at www.futurestudents.unimelb.edu.au/explore/about/reputation-rankings

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at hr.unimelb.edu.au/careers.

4.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. www.growingesteem.unimelb.edu.au

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://www.unimelb.edu.au/research/research-strategy.html>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties

form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

4.4 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

4.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at www.unimelb.edu.au.

5. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.