

Title:	Research Assistant
Group & Centre:	CCR
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement
Classification	RSS Y /RSS Z
Date Last Updated:	May 2023

1. **About the Hudson Institute**

Hudson Institute is home to 450 world-class scientists, clinicians and students pioneering outstanding discovery science and translational research.

As a leading Australian biomedical research institute, we convert scientific knowledge into new diagnostics, treatments, and cures.

Our researchers push the boundaries of scientific knowledge in five areas of human health

- Inflammation
- Reproductive health and pregnancy
- Infant and child health
- Cancer
- Hormonal health.

Together with our onsite precinct partners, Monash Health and Monash University, we deliver outstanding healthcare, education, and world-class research. Working alongside clinicians ensures our research is relevant, forward-looking, and optimally positioned for development.

Co-located within the Institute, and shared with our partners, are nine state-of-the-art Technology Platforms and a Clinical Trials Facility, providing the optimum environment for scientists, clinicians and our collaborators to move breakthrough discoveries to patient care.

Hudson Institute has an active program for the patenting and commercialisation of technologies, including those developed with academic and commercial collaborators.

We also nurture and inspire the next generation of scientists and clinicians by educating and training more than 180 students each year, predominantly through our academic affiliation with Monash University.

Our worldwide scientific and medical collaborations provide a foundation for transformative healthcare programs across the globe.

With a proud history as a global bioscience medical research leader, Hudson Institute's sole focus is on powering breakthrough scientific discoveries into improved health care that will transform lives.

2.

Overview of the Position

Typical activities for this role include:

- Perform laboratory experiments as directed
- Perform animal experiments as directed in compliance with ethical guidelines
- Develop & maintain laboratory procedures, protocols, systems and/or equipment
- Provide specialized technical services
- Prepare specialized reports and documents
- Assist students with laboratory requirements
- Operate specialized equipment and/or software
- Undertake research & project work
- Investigate and recommend equipment requirements

3.

Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	• Degree level qualification (minimum Hons degree in a laboratory-based discipline) with relevant work experience • Experience in animal handling and maintaining ethics compliance • Experience in a laboratory environment • Experience in an ISO- or GLP-compliant laboratory environment would be an advantage
Supervision & Leadership	• General participation with the laboratory group • Ability to co-ordinate tasks / experiments independently and within a multi-disciplinary team • Can follow complex direction • Will assist / provide training to others • May oversee or coordinate other research/technical staff and/or students
Knowledge	• Proficiency in animal handling, including substance administration by injection (subcutaneous, intravenous, intraperitoneal); anaesthesia; dissection. Experience with ovarian cancer models would be an advantage • Exceptional mammalian cell culture skills, including routine cell line maintenance, 2D and 3D / spheroid culture, standard endpoint (e.g. alamar) assays • Tissue immunostaining

	• Outstanding record keeping abilities, including protocol drafting and data recording; and ability to perform experiments exactly as described for compliance purposes • Ability to maintain confidentiality at all times
Communication & Profile	• Preparation of protocols, data and technical reports in a suitable format • Contributes to the production of published works (including technical and regulatory documents, journals, books, conference or seminar papers, etc) • Assist in technical training for research and technical staff and student • Assists others with laboratory requirements • Liaison with supplier representatives regarding technical developments
Judgment, Innovation and Problem Solving	• Contributes intellectual input into technical aspects of the project where able • Contribution to planning and preparation of protocols, experiments etc • Take responsibility for overall lab operational systems and efficiency

4.

Working Relationships

Internal

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

External

- Suppliers and commercial partners
- 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.

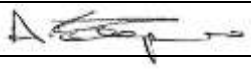
Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

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)	Andrew Stephens		
Signed:		Date:	31-05-2023
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	