



JOB PROFILE TITLE	Pre-Clinical Research Assistant - Oncology
JOB PROFILE ID	P_CAT20206_HEO5
JOB CATEGORY	Professional
JOB FAMILY	Technical Support.
COMPENSATION GRADE	HEO5
MANAGEMENT LEVEL	19 Individual Contributor

JOB PROFILE SUMMARY

The Pre-Clinical Research Assistant will provide technical support for small animal (rodent) experiments and ensure the wellbeing of the laboratory animals. This includes coordinating and following ethically approved standard operating procedures to perform or assist with animal procedures such as engraftment, administration of radiation and other therapies, monitoring, imaging and collection of tissues and specimens for further testing. Also includes cell culture, accurate record keeping and electronic database entry of all procedures and monitoring observations and the preparation of reports. Work is carried out ensuring the relevant Work, Health and Safety standards of the laboratory are met and are aligned to the University's WHS policy.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Research Assistant is expected to carry out routine tasks fairly autonomously, with minimal guidance and/or supervision once process/procedure is agreed upon and/or learnt. Any non-routine, complex matters are to be referred to the supervisor and/or relevant staff member in the school/faculty. The incumbent will be expected to prioritise their own work to meet any deadlines and project needs.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	64603 Senior Project Officer - Ms Shihani Stoner
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.



RESPONSIBILITY DESCRIPTION

1. Provides small animal research support and assistance to researchers, students and other technical staff working in the laboratory.
 - Designs and undertakes cell culture and small animal experiments for research projects being carried out in the work area to meet the needs of the project, researchers and/or other technical staff in the work area as directed.
 - Provides timely, sound and effective technical support to staff, researchers and students using the laboratory facilities.
 - Uses variety of standard operating procedures, scientific or specialist technical methods, performs analytical tests or investigative tasks, and analyses qualitative and quantitative tests by recording and computing relevant data.
 - Coordinates requests for technical information in the laboratory facility and ensures that the requests are handled in a timely and professional manner, including requests related to the quotation of external fee-for-service and contract research work.
2. Maintains the laboratory workplace under the guidance of the Chief Investigator so that the research requirements of the work area are met.
 - Monitors laboratory consumables and maintains inventory database, ordering within budgetary constraints to ensure operational efficiency.
 - Monitors technical equipment, reporting issues or faults as required, ensuring that repairs and maintenance are undertaken in a timely manner.
 - Ensures services such as cleaning and waste disposal are conducted efficiently and promptly, assisting in setting up, preparing and cleaning up of practical classes for students.
3. Ensures laboratory is compliant with Workplace Health and Safety requirements.
 - Maintains laboratory areas in a clean and safe condition, hazardous chemicals are stored and disposed of appropriately and ensures that the work area is in compliance with workplace health and safety requirements.
 - Trains staff, visitors and students (where appropriate) in the safe operation of laboratory equipment.
 - Assists in the implementation of the University WHS Policy, by pro-actively engaging in the development of a safe workplace environment for staff and students using the Laboratory, including an awareness of WHS requirements.
 - Keeps Workplace Health and Safety records, as per the University's Workplace Health and Safety policy, ensuring that WHS matters requiring attention are addressed appropriately
4. Assists in reporting and documentation, including ethics reporting, for the work area.
 - Assists with the preparation of applications such as for ethics, including editing, submission, tracking of progress, and reporting.
 - Assists in data capture, data analysis and report preparation, including comparisons with literature and theory, to meet the needs of the research work being undertaken by the work area.
5. Assist to co-ordinate, support and undertake small animals' experiments for Sydney Vital researchers.
 - Assist to order animals, prepare grafted models, monitor and ensure the well-being of the animals.
 - Assist with or undertake ethically approved protocols using standard operating procedures which may include administration of therapies, imaging and necropsies for collection and preparation of tissues for analysis. Therapies include radiation and will involve training for the operation of the Xstrahl Small Animal Radiation Research Platform (SARRP) as well as the administration of various agents and assistance with surgical procedures.
 - Conduct Imaging and monitoring which includes visual observation for well-being, weighing mice, caliper measurements, CT and bioluminescence imaging, ultrasound imaging and other modalities that may become available.
 - Record all procedures performed, maintain accurate animal monitoring records, enter data into electronic databases and prepare reports, protocols and applications as required.
6. Undertakes ad-hoc projects and other activities.
 - Performs work activities relevant to the role's key accountabilities as approved by the Manager and commensurate to the role's classification level.

EDUCATION

Education	Required
Other - An equivalent combination of training and experience.	X
Tertiary qualifications - In a relevant field	X

CERTIFICATIONS

Certificate	Required
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SKILLS

Skills	Required
Demonstrated ability to organise and prioritise work, sometimes under pressure, with competing priorities and sometimes limited supervision.	X
Demonstrated high-level ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work.	X
Excellent verbal and written communication skills, with proven ability to apply theoretical knowledge and techniques to meet the key accountabilities and liaise respectfully with individuals with different backgrounds such as clinicians, scientists, community members and at different levels in the work environment.	X
Intermediate to advanced computer skills, including storing research data appropriately in databases and/or statistical analysis programs, and extracting relevant reporting and/or analysis.	X
Sound working knowledge and acute awareness of safety regulations and operating procedures within the laboratory environment including experience in working with hazardous substances with well-rounded experience in implementing safety procedures relevant to the laboratory.	X

Work Experience

Work Experience	Required
Experience with at least one of the following: • Design and execution of laboratory and small animal experiments including different routes of drug administration • Establishment and, or documentation of experimental standard operating procedures. • Preparation of, or assisting with, animal ethics submissions and reports.	X
Laboratory experience with aseptic culturing and maintaining mammalian primary cells and, or cell lines	X

CAPABILITIES

Priority Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Collaborates with others	Builds networks, models collaboration and works effectively with others to encourage inclusivity and impact.	FOU
Excels in discipline, field or profession	Strives to develop and improve own proficiency and profile in areas of focus, creating a positive impact for the University.	INT
Thinks and solves problems	Makes informed and considered decisions by thinking critically and comprehensively to progress and enhance outcomes for the University.	INT
Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Delivers service excellence	Understands customer needs and wants, both now and in the future, to agree, meet and manage service expectations and deliver an excellent service experience for University staff, students and the community.	INT



Priority Professional Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Enables compliance and integrity	Cultivates an environment in which students and staff act with integrity and comply with relevant laws, regulations and policies applicable to the University.	FOU
Financial accountability	Applies prudent financial management practices when undertaking tasks and makes decisions with a consideration of the short and longer term financial implications on organisational effectiveness, and the impacts on University staff, students and community.	FOU
Negotiates effectively	Understands own and others needs to communicate professionally and openly, making appropriate trade-offs to reach optimal outcomes for the University	FOU
Presents with credibility	Presents and facilitates discussion by making information understandable and engaging students, staff and/or the community to generate action and create an impact.	INT
Thinks creatively	Thinks creatively about current challenges and opportunities to develop solutions, encouraging creative capacity in others to optimise outcomes for students, staff and the community.	INT

Core Capability	Behavioural Indicators *FOU – Foundational, *INT – Intermediate, *ADV – Advanced, *EXP – Expert	Level
Acts responsibly	Understands constraints and works to optimise value for the University by balancing safety, sustainability, risk, opportunity, and finite resources to deliver, directly or indirectly, on the objectives of the University.	FOU
Acts with courage, respect and integrity	Acts with honesty, demonstrating ethical and professional behaviour, with the courage to speak up for respect and integrity.	FOU
Communicates with impact	Interacts with others clearly and effectively, using respectful verbal and non-verbal communication for the benefit of our students, staff and the communities we serve	FOU
Contributes to the University	Shows an appreciation of the higher education sector and role of the University in the local and international community, supporting the University's strategy of excellence in research, education, engagement and student experience.	FOU
Displays adaptability	Remains committed and persistent in the pursuit of goals, maintaining composure and professionalism, regardless of changing circumstances.	FOU
Displays cross-cultural understanding	Collaborates in an inclusive way demonstrating an understanding of cultural differences and how our views can shape the way we operate.	FOU
Responds to changing contexts	Anticipates and monitors demand and develops considered responses to continually improve student, staff and community outcomes	FOU
Strives to learn	Exhibits a commitment to continuously learn, having the courage to embrace new practices, behaviours and mindsets and be open to new ideas and perspective.	FOU
Takes accountability	Takes accountability for own actions and contributes to an inclusive, psychologically safe and high performance culture where people are inspired to thrive and realise their potential.	FOU
Takes action	Takes initiative, achieving results through a commitment to excellence and quality outcomes for the University, Australia and the wider world.	FOU