

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: POSTDOCTORAL RESEARCH FELLOW IN MOLECULAR BIOLOGY		
Division:	Chronic and Severe Diseases	Department:	Genetics and Rare Diseases	
Position reports to: (role)	Timo Lassmann			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco / Perth Children's Hospital, 15 Hospital Avenue, Nedlands (13 August onwards)			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The Postdoctoral Research Fellow in Molecular Biology will join the Genetics and Rare Disease program led by Timo Lassmann with a major focus on establishing functional assays for the validation of patient variants. The long term goal is to establish CRISPR-Cas9 editing of iPSCs.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
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

<p>Research activity</p>	<p>70</p>	<ul style="list-style-type: none"> • Plan and undertake research projects in collaboration with supervisor • Laboratory research, including but not limited to: <ul style="list-style-type: none"> • In vitro cell culture, eg. cell lines, induced pluripotent cells or human primary cells • Molecular analyses, eg. DNA/RNA extraction & QC (quantitation, visualisation), genotyping, sequence analysis, assay design, Q-PCR • etc.. • Prepare and present conference presentations, posters • Attendance and participation at research seminars and meetings • Other duties as directed by supervisor and other team members (eg. making solutions, overseeing students) 	<ul style="list-style-type: none"> • Well planned and streamlined experimental work flow • Successful execution of experiments with superior attention to detail • Careful handling and monitoring of animals • Well preserved samples (animal and human) • Excellent procedural integrity • Safe, conscientious and functioning work environment • Collaborative attitude • Gain of new knowledge 	<ul style="list-style-type: none"> • Positive feedback from leader and team members • Participation in research discussions • Publication of first author manuscripts
<p>Administration</p>	<p>10</p>	<ul style="list-style-type: none"> • Conducting syntheses of literature, writing and/or assisting with the editing of publications, grants, ethics applications, reports or other materials • Generate and maintain standard operating procedures • Writing methods sections and figure generation for publications or conference presentations, preparation of relevant correspondence • Active participation in working groups and committees • Other administrative activities as requested by line manager 	<p>Clear and concise communication</p> <ul style="list-style-type: none"> • Up to date knowledge of procedures • Correspondence requests completed within a few days • Requests completed within a timely manner 	

Teaching, Training and Engagement	10	<ul style="list-style-type: none"> • Propose research projects for students • Supervise and mentor staff and students (higher degree and honours) • Contributes to, coordinates or attends consumer/community participation groups and forums • Participates in Institute public events (including fundraising, donor, research presentations etc. • Communicates research program and findings in Institute forums (e.g. seminars) 	<ul style="list-style-type: none"> • Provide mentorship and training • Ensure the learning and development of staff/students • Engage with fundraisers/donors and general public about our research 	<ul style="list-style-type: none"> • Quality of performance of team members • Feedback from team members • Attendance and participation at fundraising functions
Team membership	10	<ul style="list-style-type: none"> • Organise and participate in team meetings • Working cohesively and collaboratively with others - both internal (direct team members) and external • Provide regular performance feedback to line manager 	<ul style="list-style-type: none"> • Effective teamwork • Foster a positive and productive environment • Provide mentorship and training 	<ul style="list-style-type: none"> • Positive feedback from team members and collaborators • Harmonious and motivated work environment • Active participation in the GPS evaluation process

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- ***PhD in Molecular Biology, Genetics or related discipline and proven experience in the field.***

<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Ability to work as part of a team • Experience in bioinformatics / computational biology • Demonstrated high-level written and oral communication skills • Demonstrated ability to set goals, develop priorities and meet deadlines • Demonstrated knowledge of research methodologies • Experience in scientific paper preparation • Confidence to work independently • Ability to manage multiple priorities and a demanding schedule • Good interpersonal and communication (both written and verbal) skills • Excellent planning and organizational skills • Excellent attention to detail
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DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

<p>Skills, Knowledge & Experience:</p>	<ul style="list-style-type: none"> • Experience in CRISPR-Cas9 editing of iPSCs.
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SCOPE:

Financial accountability: Does this role have accountability for a budget?

- yes

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports		No. of indirect reports	
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ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

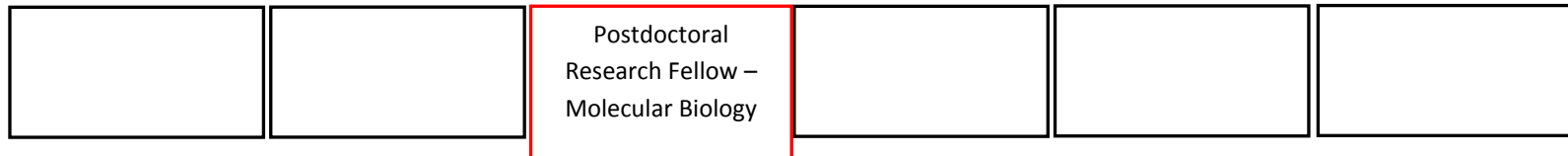
Next level of supervision

Research Focus
Area Head-
Chronic and
Severe Diseases

Immediate level of supervision

Head of
Computational
Biology

Other roles reporting to immediate supervisor



Direct reports (role x no.)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?