



## POSITION DESCRIPTION

<b>Title:</b>	<b>Research Assistant – mass spectrometry</b>
<b>Area/Group:</b>	<b>Ovarian Cancer Biomarker Group / PHI mass spectrometry facility</b>
<b>Reporting to:</b>	<b>Andrew Stephens</b>
<b>Incumbent:</b>	<b>RA (subject to experience and qualifications)</b>
<b>Date Last Updated:</b>	<b>New position</b>

### 1. About Prince Henry's Institute

Prince Henry's Institute is a NH&MRC accredited, not-for-profit, independent medical research institute located at Monash Medical Centre in Clayton, Victoria, Australia. The Institute employs approximately 100 research staff, 20 administration/support staff and 50 undergraduate and postgraduate students.

Our research involves the investigation in the fields of reproductive health, hormone action, sex determination, cancer, diabetes, obesity and cardiovascular disease. The Institute works to improve the quality of life by finding and improving methods for prevention, diagnosis and treatment of a variety of health conditions.

### 2. Purpose of Position

The position is located within the Ovarian Cancer Biomarker Group / PHI mass spectrometry facility at Prince Henry's Institute, reporting to Dr Andrew Stephens. The position will provide technical support for the provision of mass spectrometry services for clients within the institute.

### 3. Accountabilities and Responsibilities

To assist in the daily operation of the PHI mass spectrometry facility

- Perform sample processing
- Perform routine mass spectrometry duties
- General laboratory maintenance
- Interaction with MS facility clients

#### General Responsibilities

- Perform experiments / sample preparation as required
- Maintain accurate logs of activities, results and reporting
- Operate mass spectrometer and associated hardware and software
- General laboratory duties, ordering, etc

#### Compliance and Legislative Knowledge

- Comply with PHI policies and procedures and relevant appropriate legislation
- Meet Occupational Safety and Health, anti-discrimination, equal opportunity and other legislative requirements in accordance with the parameters of the position.

### 4. Working Relationships

#### Internal

- Group leader
- Mass spectrometry facility staff
- Other PHI scientific and administration staff

#### External

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5. **Selection Criteria**

**Qualifications**

Essential

Hons degree in Biochemistry / Molecular Biology (or related discipline)  
Practical experience in mass spectrometry for protein analysis

**Knowledge & Skills**

Essential

Experience in MALDI TOF mass spectrometry for protein analysis  
Solid grasp of practical biochemistry / molecular biology techniques  
Meticulous attention to detail  
Ability to effectively integrate into, and work as part of a team

Desirable

Experience in the use of LC-MALDI and other MS techniques  
Experience in quantitative proteomic analyses  
Experience in HPLC  
working knowledge of biostatistics / bioinformatics

**Experience**

Essential

MALDI TOF mass spectrometry for protein analysis  
excellent record keeping and data management skills  
excellent written and oral communication skills  
excellent computer literacy skills

Desirable

Experience in the use of LC-MALDI is highly desirable  
Experience in handling clinical samples  
Experience in bioinformatics / biostatistics  
Experience in teaching / training of research staff or students

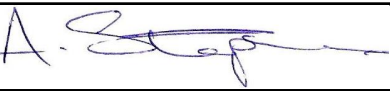
**Personal Qualities**

Essential

Highly self motivated  
Meticulous attention to detail  
Must work effectively with minimal supervision and as part of a team

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**Endorsement**

<b>Name: (Employee)</b>			
<b>Signed:</b>		<b>Date:</b>	____/____/____
<b>Name: (Supervisor)</b>	Andrew Stephens		
<b>Signed:</b>		<b>Date:</b>	21-11-2011
<b>Name: (HR Officer)</b>	Christina Matisons		
<b>Signed:</b>		<b>Date:</b>	____/____/____