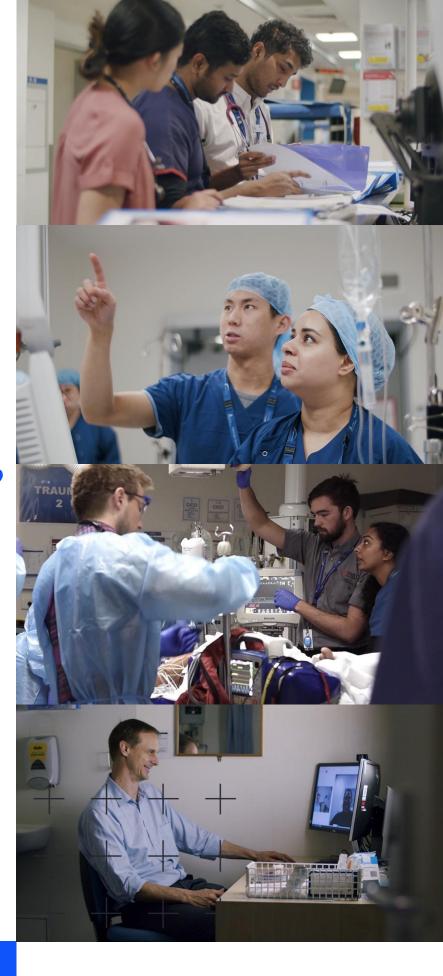
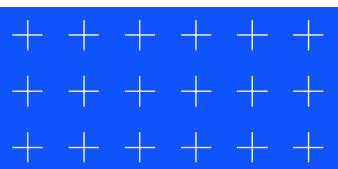


# Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team





Position Description
Research Technician





#### THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

#### **OUR VISION**

## Advancing health for everyone, every day.

#### THE MELBOURNE WAY

People are at the heart of everything

understand how we can make the

most positive difference for them.

we do. We take the time to

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

### People First



Lead with Kindness

unique.



Our care and compassion sets
us apart. We lead the way with
a respectful, inclusive spirit —

True excellent
when we work
Melbourne Ho

# Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

#### **OUR PRIORITIES**

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

embracing the things that make us all

- 1. Be a great place to work and a great place to receive care
- 2. Grow our Home First approach
- 3. Realise the potential of the Melbourne Biomedical Precinct
- 4. Become a digital health service
- 5. Strive for sustainability





## **Position Description**

Position Title: Research Technician

Service: ACRF Translational Research Laboratory

**Location:** Victorian Comprehensive Cancer Centre / Royal

Melbourne Hospital

**Reports To:** Senior Scientist, ACRF Translational Research

Laboratory

Enterprise Agreement: Victorian Public Health Sector (Health and Allied

Services, Managers and Administrative Workers) Single

Interest Enterprise Agreement 2021–2025

Classification: HS1

**Employment Status:** Part Time – 3 days per week / 48 hours per fortnight

Immunisation Risk Category: Category A

Date of Review: January 2025

#### **POSITION SUMMARY**

#### **ACRF Translational Research Laboratory**

Established in 2013, the ACRF Translational Research Laboratory represents a flexible and high quality translational research environment for undertaking translational and biomarker research primarily in haematology. Our translational laboratory has a mission of undertaking projects utilising clinically derived samples from well-defined clinical cohorts of patients, applying high quality investigational assays and investigating the factors that determine clinical outcomes, treatment efficacy and exploring ways of improving the treatment of disease.

Our laboratory prides itself on having the technical and academic flexibility to work with researchers across medical disciplines, including the design and implementation of correlative research.

The laboratory has been instrumental in the design and activation of clinical trials incorporating biobanking and biomarker analyses and currently supports the activities of more than 25 prospective clinical trials.

The ACRF Translational Research Laboratory has permanent staff of research technicians and scientists under the leadership of Professor Ritchie and A/Prof Koldej and offers a range of assays including a full suite of molecular techniques, cell culture techniques and extensive flow cytometry as well as where appropriate animal models and functional drug assays.

#### **Research Technician Role**

The Research Technician processes patient blood and tissue samples collected under ethically approved projects in the ACRF Translational Research Laboratory.





#### Additional duties include

- Maintenance of sample databases
- · Liaison with clinical trial staff and collaborators
- Retrieval of samples for analysis
- Assistance with experiments as directed by other staff members

This role is essential to the success of the laboratory, providing the material that is used in studies performed in our laboratory and those of our collaborators. To be successful in this position, you will require a high level of attention to detail and technical skills. And a third





#### **KEY ACCOUNTABILITIES**

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- · Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.

- Process incoming patient samples according to established standard operating procedures
- Maintain databases of samples processed across various studies
- Assist laboratory research staff with experiments as directed
- Liaise with internal and external collaborators to ensure timely receipt of high quality correlative samples
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Create a psychologically safe work environment where everyone feels safe to speak up.

#### **KEY RELATIONSHIPS**

#### Internal

- · Other members of the sample processing team
- · Laboratory research scientists and students
- Internal collaborators

#### External

- · Clinical research staff
- External collaborators

#### **KEY SELECTION CRITERIA**

#### Formal Qualifications:

• Bachelor of Science / Biomedicine / Applied Science or equivalent

#### Essential:

- Commitment to live the Melbourne Way putting people first, leading with kindness and achieving excellence together.
- Experience in one or more fields of Immunology, Haematology or Oncology
- Experience in the isolation of peripheral blood mononuclear cells (PBMCs)
- · Excellent record keeping and computer skills
- · Ability to prioritise workload within established policies, guidelines and procedures
- Communicate with principal investigators and other research staff to deliver services effectively
- Experience working in a translational research environment
- Capable of functioning autonomously as well as within a team





#### Desirable:

- Experience with molecular biology techniques
- Experience with performing routine auditing
- · Ability to collaborate with staff across a number of laboratories and research institutes

#### **KEY PERFORMANCE INDICATORS**

Your performance will be measured through your successful:

- Demonstration of RMH values
- · Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements





#### AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

#### **OUR COMMITMENT:**

#### Equity, Inclusion, Belonging and Safety

As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging
 — safe spaces where every individual is empowered to be their authentic self, contributing
 meaningfully to the collective well-being of our community.

#### First Nations Commitment

We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.

#### • Child Safe Standards

o RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.

#### • Equal Opportunity and Accessibility

• We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.

#### • Thriving Together

Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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#### **ACCEPTANCE**

acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.	
Employee Signature	
Employee Name (please print)	
Date	