

POSITION DESCRIPTION



Position	Laboratory Assistant
Level/Classification	HEW0303
Reports to	Foundation Chair in Industrial Pharmacogenetics
Unit	Personalised Medicine Centre
Directorate	Research and Innovation
Positions Supervised	Nil

Position Purpose

The Laboratory Assistant in the Personalised Medicine Centre (PMC) provides routine operational and technical support to laboratory staff by maintaining laboratory facilities, preparing reagents and buffers, and stocking consumables. This role supports the efficient delivery of experiments and contributes to a productive, safe, and compliant research environment.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

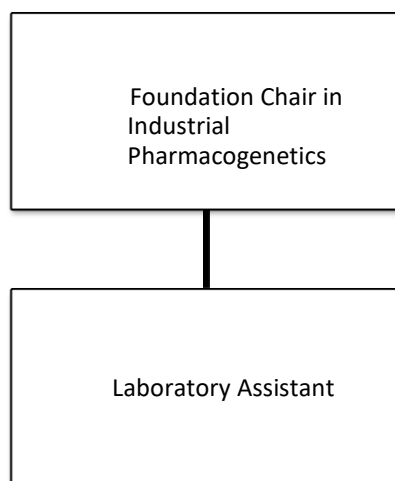
The Personalised Medicine Centre, formerly the Centre for Molecular Medicine and Innovative Therapeutics, is a collaborative research centre between Murdoch University and the Perron Institute, where cutting-edge laboratory research and clinical expertise converge. Our team of researchers and health professionals, drawn from diverse fields, is united in a shared commitment to advancing personalised medicine - the development of innovative treatments tailored to addressing the specific needs of individual patients, needs that are largely determined by a person's unique genetic makeup and lifestyle.

Our research spans a broad spectrum of critical healthcare challenges. Our diverse research teams are advancing work in areas such as genetic therapies, genomics, motor neurone disease, sepsis, immunogenomics and drug hypersensitivity, cognitive health, muscular dystrophy, and neurodegenerative disorders such as Parkinson's disease, myositis, and multiple sclerosis.

To learn more about our Centre's research groups visit

<https://www.murdoch.edu.au/research/hfi/our-centres/personalised-medicine-centre>

Reporting Relationships



Key Responsibilities/Duties

1. Receive, receipt and distribute laboratory deliveries, and liaise with research groups regarding orders and stock allocation.
2. Wash, sterilise, autoclave and restock laboratory glassware, pipette tips and related materials in accordance with biosafety and laboratory procedures.
3. Autoclave laboratory waste in accordance with institutional policies, biosafety standards and regulatory requirements.
4. Maintain laboratory organisation, cleanliness and operational readiness, and general upkeep of laboratory areas.
5. Prepare and dispense routine laboratory reagents and buffers to support molecular research activities.
6. Support liquid nitrogen tank maintenance, including safe filling, handling and reconnection procedures in accordance with safety guidelines.
7. Other duties as required.

Selection Criteria

Essential

1. Certificate III qualification in laboratory skills (or similar field) or have completed year 12 with relevant work experience in a laboratory environment.
2. Be able to show an understanding of laboratory procedures, including safe handling of biohazards and chemicals.
3. Ability to work well in a team environment, to follow direction given, show good communication skills and demonstrate a sound work ethic.
4. Basic computer skills including email, Word and Excel.
5. Demonstrated ability to prioritise workloads to meet timelines.

Desirable

1. Experience in a similar position within a University or large organisation.
2. Experience in molecular and/or chemical techniques.

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Comply with systems and processes that are in place for the appropriate storage, handling and disposal of biohazard materials, chemicals and reagents.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.