



# Position Description & Performance Criteria – RA1

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Position Title:** Research Assistant **Job Classification & Grade:** RA1  
**Program: (or DSG Group)** Cancer Research Program, Lung and Colorectal Group  
**Reports to (title):** Dr Maija Kohonen-Corish  
**Remuneration:** \_\_\_\_\_

## Summary *(this is a summary of the position you currently hold)*

The Research Assistant, Level 1, is accountable under supervision for conducting experiments within his/her Research Program.

## Organisational Environment *(this is a summary of the project, department and program you are currently working in)*

Section A - Essential Duties & Responsibilities of your position	Self-Rating	Reviewer Rating
<p><b>Performs under supervision</b></p> <ul style="list-style-type: none"> <li>• Conduct experiments <b>under supervision</b> such as tissue culture, genotyping, maintenance and monitoring of mouse colonies and routine assays</li> <li>• Record experimental procedures and results;</li> <li>• Regularly attend meetings with the wider Research Program community as required</li> <li>• Be involved in junior lab responsibilities such as:               <ul style="list-style-type: none"> <li>– Store duties, wash-up and cleaning of shared rooms;</li> <li>– Stock control: monitoring and ordering consumables under supervision</li> <li>– Media preparation</li> </ul> </li> <li>▪ Responsible for imparting knowledge in relation to limited skills or experimental expertise</li> <li>▪</li> </ul>		

Section B - Other measurable criteria <i>(This can be sole responsibilities, or criteria on a team basis such as publications and their impact factors)</i>	By When (date)	Self-Rating	Reviewer Rating
<ul style="list-style-type: none"> <li>• BSc (Hons) degree (1st class) in an area of the Biological Sciences;</li> <li>• Experience in cell biology and molecular genetic techniques such as cell culture, analysis of protein and mRNA expression and regulation, recombinant DNA technology or confocal microscopy.</li> <li>• Excellent communication and teamwork skills;</li> <li>• Enthusiastic and a strong commitment to a research career.</li> </ul>			

Section C - Personal Attributes	Self-Rating	Reviewer Rating
<p><b>Research Assistants, Level 1 within the Garvan are expected to possess the following attributes as shown below:</b></p> <ul style="list-style-type: none"> <li>• Strong commitment to quality;</li> <li>• Team-focused approach;</li> </ul>		

### Performance Appraisal Rating System

During the reporting period, on average, this individual's performance:

N/A	1	2	3	4
Is new to the role	Requires further development in this area	Is satisfactory	Is excellent	Is outstanding



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<ul style="list-style-type: none"> <li>• High degree of flexibility;</li> <li>• Ability to take direction well</li> <li>• Showing ability to time manage</li> <li>• Appropriate prioritisation of workload</li> <li>• Good communication skills</li> <li>• Comfortable with basic decision making</li> <li>•</li> </ul>		
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<b>Section D - Key Communications</b> ( <i>Who are the people you interact with as part of your role</i> )	Self-Rating	Reviewer Rating
<p><b>Research Assistants, Level 1 within Garvan are expected to possess sound interpersonal and social skills</b></p> <p><b>Internal:</b> Research Program staff – particularly his/her supervisor and the Program Head; Garvan Institute staff members for specific techniques as required;</p> <p><b>External:</b> Collaborators of the Research Program.</p>		

<b>Section E - Decision Making</b> ( <i>What is the level of decision making you are required to perform?</i> )	Self-Rating	Reviewer Rating
<p>The Research Assistant, Level 1 is responsible for and should be comfortable with making decisions under supervision, which have an impact on experimental procedures.</p>		

<b>Skills &amp; Qualifications</b>
<ul style="list-style-type: none"> <li>• Bachelors Degree in Science or Medicine (preferably with honours)</li> <li>• Competent computer skills (excel, word &amp; PowerPoint)</li> <li>•</li> </ul>

<b>General</b>
<p>All Staff:</p> <ul style="list-style-type: none"> <li>• must adhere to all health and safety policies, procedures and programs of the Garvan and take all reasonable care that their actions or omission of actions do not impact on the health and safety of others in the Institute;</li> <li>• have a responsibility to cooperate with management and staff with nominated or elected OHS functions;</li> <li>• not misuse, damage, refuse to use, or interfere with anything provided in the interest of OHS;</li> <li>• must immediately report any unsafe work conditions or equipment to management; and</li> <li>• must participate in compulsory safety training</li> <li>•</li> </ul>

<b>Development Plan</b>		
<b>What</b> (activity, action, training, program, course)	<b>By When</b> (date)	<b>What support</b> (who, how, resources)

<b>Performance Appraisal Rating System</b>				
During the reporting period, on average, this individual's performance:				
N/A	1	2	3	4
Is new to the role	Requires further development in this area	Is satisfactory	Is excellent	Is outstanding



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<b>Comments</b>
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1. Reviewer's comments:

2. Staff member's comments:

<b>Sign Off</b>
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<p><b>Supervisor Name:</b> _____</p> <p style="text-align: right;"><b>Date:</b> _____</p>	<p><b>Employee Name:</b> _____</p> <p style="text-align: right;"><b>Date:</b> _____</p>
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Performance Appraisal Rating System				
During the reporting period, on average, this individual's performance:				
N/A	1	2	3	4
Is new to the role	Requires further development in this area	Is satisfactory	Is excellent	Is outstanding