

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Scientist		
<b>Division/Unit:</b>	Child and Maternal Health Division / International Child Health		
<b>Report to (Role):</b>	Senior Laboratory Technical Advisor and Senior Project Coordinator		
<b>Classification Level:</b>	F3C1-F2B1 (salary commensurate with level of qualification)		
<b>Status (FTE):</b>	1.0FTE	<b>Location:</b>	Dili, Timor-Leste
<b>Number of positions supervised:</b>	Directly: 0		
	Indirectly: 0		
<b>Special Provisions:</b>	<ul style="list-style-type: none"> <li>• Vaccinated against COVID-19 and ability to provide suitable evidence to Human Resources.</li> <li>• Travel to Australia for professional development in pneumococcal immunology.</li> <li>• Ability to obtain a clear Police Check.</li> </ul>		

### ABOUT MENZIES:

As one of Australia's leading medical research institutes dedicated to improving the health and wellbeing of Aboriginal and Torres Strait Islander Peoples, and a leader in global and tropical research into life-threatening illnesses, Menzies School of Health Research continues to translate its research into effective partnerships and programs in communities across Australia and the Asia-Pacific region.

### SUMMARY OF THE POSITION:

The Opportunistic Pneumococcal immunisation Trial In Malnutrition (OPTIMAL) study is a randomised controlled trial (RCT) of pneumococcal conjugate vaccine (PCV) in children recovering from severe acute malnutrition. The project is funded by the Australian National Health and Medical Research Council (NHMRC) until February 2029.

The **Medical Scientist** will work within the serology, microbiology, and molecular departments of the National Health Laboratory (NHL) and closely with other members of the OPTIMAL study team. The role will ensure best practices in the collection, storage, analysis, and transport of study specimens, including completion of immunology and microbiology endpoints at NHL.

### PRIMARY RESPONSIBILITIES:

#### **Medical Scientist**

1. Assist in the development of laboratory standard operating procedures (SOPs) and laboratory data collection forms in compliance with Good Clinical Laboratory Practice (GCLP), ICH Good Clinical Practice, and the OPTIMAL study protocol.
2. Implement robust laboratory practices for the day-to-day management of the OPTIMAL study specimens, including processing for microbiological and immunological outcomes, complete specimen accountability procedures, and data entry.
3. Manage OPTIMAL laboratory tasks to meet reporting timelines and requirements, in close collaboration with Menzies and NHL team members
4. Participate in regular OPTIMAL study team meetings.
5. As required, ensure the international transport of specimens in compliance with International Air Transport Association (IATA) regulations.
6. Ensure monitoring and recording of specimen, reagent, and vaccine storage temperatures, including risk management plans and procedures for any temperature deviations, to maintain the integrity/viability of the specimens and products.
7. Contribute to other approved Menzies research projects based in the NHL as required with the PCV study Chief Investigators' approval, and carry out other tasks as reasonably required by the Supervisors, or OPTIMAL study Chief Investigator.

8. Build and maintain productive relationships within the NHL, especially with the designated focal point for OPTIMAL, HNGV Laboratory, and other members of the research team to promote an understanding of Menzies' work, and research.
9. Work within the scope of practice and according to evidence-based practice, legislative and regulatory requirements and Menzies' policies, procedures and guidelines.

**Senior Medical Scientist (responsibilities in addition to the above)**

10. Providing technical input to quality assurance (QA) activities and lead development/revision of SOPs, as required.
11. Conduct training for NHL and Menzies Laboratory staff in study protocols to ensure consistency of service over the duration of the study.
12. Lead the configuration and optimisation of OPTIMAL data capture tools, including LIMS and RedCap, with support of Menzies technical leads.
13. Responsible for data management systems related to the study, ensuring consistency of data across all platforms.
14. Attend weekly Menzies Senior Scientist meetings.

**SELECTION CRITERIA:**

<b>1</b>	<b>Qualifications:</b>	Tertiary qualification in medical laboratory science and relevant experience in diagnostic microbiology, immunology, and/or molecular biology laboratory.
<b>2</b>	<b>Essential Criteria:</b>	<p><b><u>Medical Scientist</u></b></p> <ol style="list-style-type: none"> <li>1. Experience in a medical laboratory and/or in a diagnostic microbiology, serology, or molecular laboratory.</li> <li>2. Good knowledge of Good Clinical Laboratory Practice (GCLP), or willingness to learn, to ensure quality assurance and safe laboratory work practices.</li> <li>3. Fluent in Tetum and strong verbal and written English communication skills.</li> <li>4. Strong work ethic and developed communication, negotiation, problem-solving skills, and the ability to maintain confidentiality.</li> <li>5. Demonstrated capacity to work independently, with minimal direct supervision, as part of a multi-disciplinary team.</li> <li>6. Experience maintaining good organisational and time management skills and proven ability to meet deadlines.</li> <li>7. IATA accredited or able to obtain.</li> <li>8. Sound computer literacy skills in Microsoft Office Suite.</li> <li>9. Understanding of and commitment to Menzies values, the principles of Equal Opportunity, and contributing to a safe and inclusive workplace</li> <li>10. Willing and able to travel to undertake laboratory-related training for the OPTIMAL study in Melbourne, Australia.</li> </ol>
<b>3</b>	<b>Desirable Criteria:</b>	<ol style="list-style-type: none"> <li>1. Previous experience in immunological processing techniques.</li> <li>2. Previous experience in health research and or clinical trials</li> </ol>
	<b>Essential Criteria:</b>	<p><b><u>Senior Medical Scientist (in addition to the above)</u></b></p> <ol style="list-style-type: none"> <li>1. Previous experience in immunological processing techniques.</li> <li>2. Previous experience in health research and or clinical trials.</li> <li>3. Previous experience with data capture tools including RedCap and LIMS to a high proficiency</li> </ol>

**COVID-19 Safety Requirements:**

1. Menzies encourages all staff to be fully vaccinated following the latest guidance and recommendations for COVID-19 vaccination as issued by the Australian Technical Advisory Group on Immunisation (ATAGI).
2. Menzies requires all staff to implement, as directed, risk control strategies that provide them with protection from COVID-19 in the workplace such as good hygiene practices, mask-wearing,

physical distancing, and any other reasonable direction.


**STATEMENT OF DUTIES: Medical Scientist**

**Specific responsibilities for the project(s) will include:**

- Assist in the development, implementation, and use of study protocols, data collection instruments, and guidelines at NHL for the OPTIMAL study.
- Assist with the collection, processing, storage, and transport of study samples and products, and routine data entry of all research related results.
- Work with laboratory staff to provide information about the OPTIMAL study to encourage support and participation.
- Any other tasks as reasonably required by the Supervisor or OPTIMAL study Chief Investigator.

**Senior Medical Scientist (in addition to the above)**

- Develop OPTIMAL laboratory workplan alongside the designated NHL focal point.
- Support training for other scientists within NHL on the OPTIMAL protocol, and promote an understanding of Menzies' work, research, and to facilitate ongoing collaboration.
- Lead development, implementation, and use of study protocols, data collection instruments, and guidelines at NHL for the OPTIMAL study.

Approved by:	Antonio Goncalves Country Manager	
Date Approved:	22/08/2024	