

TITLE: Scientist, Molecular Biology

CLASSIFICATION: Grade 3

STATUS Ongoing

REPORTS TO Manager, molecular biology

REVIEW DATE

CONTEXT

The Victorian Institute of Forensic Medicine (VIFM) is a body corporate with perpetual succession that was established by the Coroner's Act 1985 and is contained as an administrative unit within the Justice portfolio. The Director of the Institute is the head of this administrative unit and holds the Chair of the Forensic Medicine at Monash University; The Institute also operates as the Department of Forensic Medicine at Monash University.

VIFM is based at the Coronial Services Centre; a purpose built facility that also houses the State Coroner's Office. The work of the Institute can be described as a cycle of three parts:

- Providing forensic medical & scientific services and tissue banking
- Learning from this work
- Researching and teaching

The Molecular Biology section of the Institute provides a wide range of forensic, medical and scientific services.

These services involve DNA analysis and include:

- Paternity testing, twins testing, sibling analysis;
- Identification of human remains;
- Genetic disease analysis.

The laboratory is fully accredited by NATA and now has a number of PCR tests available for use in DNA testing.

Staff members are all graduates in science with backgrounds in molecular biology or genetics.

DUTIES

1. Conduct DNA testing in the Molecular Biology section to assist in the identification of humans and human remains.
2. Ensure the tests performed conform to guidelines set down by NATA with respect to the minimum standards for successful accreditation in Molecular Biology and Parentage Testing.
3. Ensure strict adherence to safety standards by laboratory staff and students.
4. Liaise with stakeholders and clients to organise the efficient collection and processing of cases.
5. Participate in research and development projects.
6. Assist in the training of staff and students.

KEY SELECTION CRITERIA

1. A Bachelors degree in science with majors in biochemistry, molecular biology or genetics.
2. Experience with DNA techniques relevant to the procedures used in a molecular biology laboratory.
3. Demonstrated ability to apply knowledge and practical experience to achieve agreed outcomes in the investigation of individual cases and projects in a forensic science environment.
4. Knowledge of good laboratory practice.
5. Ability to work cooperatively with other persons.

OTHER RELEVANT SKILLS

1. Knowledge of population genetics and statistics.
2. Ability to use relevant software: eg word processing, spreadsheets etc.
3. Ability to adopt contemporary research methodology and knowledge management frameworks in conducting research and reporting on findings.

OTHER RELEVANT INFORMATION

1. Your application should address the Key Selection Criteria and include a resume.
2. The Victorian Institute of Forensic Medicine is an Equal Opportunity Employer and actively encourages diversity in the workplace.
3. Safety is everyone's responsibility at VIFM.
4. You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to s82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
5. An offer of employment will be made to the successful applicant subject to an acceptable Criminal Record Check by Victoria Police.
6. The successful applicant must comply with the VPS Code of Conduct and will be employed pursuant to the Victorian Public Service Agreement 2006 (Federal certified agreement).
7. The successful applicant will be required to sign a confidentiality agreement.
8. The position is located at the Coronial Services Centre, 57-83 Kavanagh Street, Southbank.
9. The Victorian Institute of Forensic Medicine operates as a smoke free environment.
10. As the Victorian Institute of Forensic Medicine (VIFM) evolves to meet changing needs, so will the roles required of its staff. Accordingly, staff and applicants should be aware that this document might not necessarily represent the full role that the occupant will perform in the long term. This document is intended to provide an overview of the incumbent's role as at the date of advertisement. In addition to this document, the specifics of the incumbent's role will be described in the local work area and project plans, and in



performance plans developed in conjunction with the relevant supervisor as part of VIFM's performance progression and development system.

11. The Victorian Institute of Forensic Medicine requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.

MANAGER AUTHORISATION

Manager's Name: Dadna Hartman

Signature & Date: _____

EMPLOYEE ACCEPTANCE

Employee's Name: _____

Signature & Date: _____