

POSITION DESCRIPTION

Position Title	Research Fellow – Tissue Acquisition & Biobanking
Reports to (Title)	Group Director, Cabrini Research Director of Research Operations (admin)
Group Director/ Chief	Group Director, Cabrini Research
Department	Cabrini Research
Position Location	183 Wattletree Rd, Malvern VIC 3144
Award/Agreement	Salary & Conditions in accordance with Contract of Employment
Delegation of Authority Level	N/A

Position Summary & Role Purpose

The Research Fellow – Tissue Acquisition & Biobanking is responsible for establishing, coordinating, and overseeing Cabrini’s unified program for the acquisition, processing, documentation, and biobanking of human tissue and blood samples collected during routine surgical and pathology procedures.

This role provides strategic and operational leadership to ensure that all biospecimens (malignant, benign, and blood) are collected ethically, consistently, and in accordance with approved protocols, and that they are processed and transferred to Biobanking Victoria or other nominated facilities for long-term storage and future research use.

The Research Fellow leads the development of standard operating procedures, ensures compliance with Monash Health HREC and Cabrini RGO approvals, and acts as the primary liaison between surgeons, pathology, Biobanking Victoria, other nominated facilities and internal research teams.

Key Result Areas

1. Key Responsibilities

1.1.1 Program Leadership & Strategy

- Lead the development and implementation of a unified, institution-wide tissue acquisition and biobanking model.
- Oversee harmonisation of processes across Cabrini Research departments.
- Develop long-term strategies for expansion of tumour types, sample types, and research capabilities.
- Provide expert advice to Cabrini Research leadership on biobanking capacity, utilisation, and future needs.

1.1.2 Governance, Ethics and Compliance

- Ensure all activities comply with ethical approvals (Monash Health HREC RES-25-0000-054A; ERM Project ID 112644) and Cabrini RGO requirements.
- Maintain oversight of consent processes, ensuring correct use of the generic consent form and adherence to privacy regulations.
- Lead preparation of amendments, annual reports, and audit responses for ethics committees.
- Ensure compliance with biosafety, chain-of-custody, and data governance standards.

1.1.3 Operational Oversight

- Oversee day-to-day operations of tissue and blood acquisition, including patient identification, consent, sample collection, processing, and transport.
- Ensure accurate documentation of pre-analytical variables (e.g., ischaemia time, temperature, preservation method), which are critical determinants of biomolecule quality.

- Ensure timely and compliant transport of samples to Biobanking Victoria or other nominated facilities, including courier coordination and chain-of-custody documentation.

1.1.4 Stakeholder Engagement & Communication

- Serve as the primary point of contact for surgeons, theatre staff, pathology, Biobanking Victoria, other nominated facilities and researchers.
- Develop and implement communication strategies to inform and engage surgeons about the tissue banking model.
- Facilitate regular meetings with clinical departments to review workflows, address issues, and expand participation.
- Represent Cabrini Research in external biobanking networks and collaborations.

1.1.5 Staff Leadership & Development

- Supervise the Research Assistant – Tissue Acquisition & Biobanking and any additional staff.
- Provide training, mentorship, and performance management.
- Ensure staff adhere to SOPs and maintain high standards of sample quality and documentation.

1.1.6 Communication & Stakeholder Engagement

- Assist in informing and educating surgeons, clinical and research teams about the new tissue banking model.
- Maintain effective communication with pathology, theatre staff, Biobanking Victoria and other nominated facilities.
- Escalate operational issues to the Director of Research Operations as required.

1.1.7 Data Management & Reporting

- Oversee secure management of patient data, consent records, and sample metadata.
- Produce regular reports on sample acquisition, utilisation, costs, and operational performance.
- Support researchers in accessing biobanked samples and associated data.

1.1.8 Financial Management

- Monitor expenditure, forecast future costs, and ensure efficient use of resources.
- Contribute to business cases for program expansion, equipment, or additional staffing.

1.1.9 Commercialisation & Future Opportunities

- Participate in discussions regarding commercialisation pathways, intellectual property, and industry partnerships.
- Identify opportunities for grant funding, collaboration, and translational research initiatives.

1.2 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter
- Act in accordance with Cabrini Research policies to protect the rights, safety and welfare of research participants.
- Support patient and family carer involvement in their own research participation through abidance with the Australian open disclosure policy and Charter of healthcare rights.
- Agrees to comply with all reasonable directions and policies by Cabrini Research for Cabrini to meet or exceed the requirements of the National Clinical Trials Governance Framework (NCTGF). To the extent that the NCTGF applies to the position, compliance with the specified roles and functions of the workforce, as set out by the NCTGF.

1.3 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

Organisational Relationships

Reports directly to the Group Director, Cabrini Research (clinical and research matters) and the Director of Research Operations (administratively)

Committee Membership

The Research Fellow - Tissue Acquisition & Biobanking will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Director of Research Operations

Staff Development

The Research Fellow – Tissue Acquisition & Biobanking will demonstrate a commitment to personal and professional development of self by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices

- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Research Fellow - Tissue Acquisition & Biobanking must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Bachelor's degree in biomedical science, molecular biology, pathology, or related field (required).
- Postgraduate qualification in research management or biobanking (desirable).

Knowledge and Experience

- Detailed knowledge of research ethics involving human biological specimens
- Significant experience in biobanking, clinical research, pathology, or biospecimen management.
- Experience managing a biobank and/or mentoring others (desirable)
- Demonstrated experience leading operational programs or research teams.
- Experience working with human tissue, pre-analytical variables, and sample processing workflows.
- Experience engaging with clinicians and multidisciplinary teams.

Key Attributes

- Strong leadership and stakeholder-management skills.
- Deep understanding of biospecimen quality, pre-analytical variables, and biobanking standards.
- Excellent organisational, analytical, and problem-solving abilities.
- High-level communication skills, including the ability to influence and educate clinical staff.
- Commitment to ethical research, patient confidentiality, and regulatory compliance.

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO

We provide excellence in all our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

Authorised: 

Group Director, Cabrini Research

1 June 2026
Date