Position Description
Technical Assistant
School of Biotechnology and Biomolecular Sciences

Level: 3          Date: February 2015

School/Unit: School of Biotechnology and Biomolecular Sciences
Faculty/Division: Science

Written by: BABS Professional Officers – Infrastructure (G Kornfeld/J Welch)

POSITION SUMMARY
To primarily provide laboratory support for the research scientists in the School of Biotechnology & Biomolecular Sciences. Includes provision and maintenance of technical support services such as waste removal, wash up, media preparation waste management and autoclaving services to both the School’s research and teaching laboratories.

ORGANISATIONAL ENVIRONMENT

Overview
The School of BABS teaches approximately 2,000 full-time student equivalents, and has 33 academics, 31 postdoctoral research associates or fellows, approximately 20 other research staff, 152 higher degree research students, 8 technical officers and 8 administrative staff. The School’s yearly operational budget is approximately $9.5M, with available research funds approximately $9 million annually.

Statistics
• the School presently employs eight Technical Officers who predominantly support teaching, and three Professional Officers who support research and teaching
• this position is predominantly for research support
• the School is transitioning to a new support structure to suit its operation in a new building

Reporting Relationships
Supervisor’s title: Professional Officer - Infrastructure (Dr Jeff Welch)
Positions reporting to this position: n/a
Other relationships: The position may interact with the Biomedical Precinct Support Services that service the Lowy Cancer Research Centre and the Faculty of Medicine.

KEY DUTIES & RESPONSIBILITIES
• Carry out laboratory support activities, including:
  • removal of general, PC2 and hazardous waste
  • delivery of stores, gas cylinders and solutions to laboratories
  • pick-up for laundering and distribution of clean lab gowns (including autoclaving of PC2 gowns)
  • assistance for teaching support staff during busy periods (solution preparation, media preparation, autoclaving, etc.)
  • relocation of equipment as required
  • regular monitoring of equipment (MilliQ, autoclaves, gas regulators, vacuum pumps, freezer filters, etc.)
  • maintenance of research support equipment
  • liaison with equipment maintenance contractors
• Provide back up to other support staff when needed.
• Perform other relevant duties as directed by the Supervisor
• Cooperate with all health and safety policies and procedures of the University and take all reasonable care that actions or omissions do not impact on the health and safety of others in the University.

SELECTION CRITERIA
• Relevant TAFE qualifications or enrolment in TAFE program
• Relevant experience gained through any other combination of education, training and/or experience
• Demonstrated ability to prioritise work and meet deadlines
• Demonstrated ability to work effectively in a team environment and at times with minimal supervision
• Knowledge of equal opportunity principles
• Knowledge of WHS responsibilities and commitment to attending relevant WHS training

PRE EMPLOYMENT CHECKS REQUIRED FOR THIS POSITION
None

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.