Operations  
Melbourne Veterinary School  
Faculty of Science

Laboratory Assistant (Central Sterilisation)

POSITION NO 0062642

CLASSIFICATION UOM 3

SALARY $66,527 - $73,453 p.a. (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.5 FTE) Wednesday, Thursday, and Friday

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Carolyn Best  
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus). The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey. We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country. We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff, and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Laboratory Assistant (Central Sterilisation) will work under the general direction of the local Laboratory Officer, and will be responsible for supporting the equipment, reagent, and waste processing requirements of laboratories at Parkville, including in the Veterinary Preclinical Centre (B400).

The Veterinary Preclinical Centre, Parkville (B400), includes research laboratories for parasitology, virology, bacteriology, cell and molecular biology, pharmacology, anatomy and animal biotechnology and animal facilities for the housing of rodents and molluscs under PC2 and BC2. This role provides autoclaving and washing up support for all facilities in the Veterinary Preclinical Centre, Parkville (B400), and may be required to provide the same support in other Faculty of Science (FoS) facilities.

This position will be primarily based at the University’s Parkville campus and may be required to attend and work from other sites and campuses from time to time.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- Operate steam autoclaves to sterilise media, laboratory, and animal house materials and glassware/plasticware according to different protocols and to decontaminate biohazardous waste.
- Collect, sterilise and dispose of biohazardous waste from certified laboratories (OGTR and DAWE) and maintain accurate records in compliance with regulatory authorities.
- Maintain sterilization equipment, including arranging servicing, inspections, and maintenance operations in line with Worksafe, OGTR and DAWE regulations.
- Maintain building MilliQ water production system in optimal operational condition.
- Ensure that work is of a high standard and produced in a timely fashion by adhering to good laboratory practice, policies and procedures, and recognising and troubleshooting technical problems.
- Liaise with users of the laboratories to achieve objectives.
Assist with the preparation of communal reagents and media and ensure timely processing of all required equipment and reagents.

Ensure an adequate supply of reagents and consumables by monitoring usage and ordering appropriate replacement stock in a timely fashion.

1.2 COLLABORATION AND LEADERSHIP

- Actively participate in service and team meetings and their outcomes.
- Be an effective part of the team, working collaboratively and in consultation with relevant internal and external stakeholders.
- Support other laboratory areas from time to time as directed by the relevant manager.
- Liaise with users of the laboratory to achieve objectives.
- Ensure effective and clear communication to all stakeholders.

1.3 INNOVATION AND IMPROVEMENT

- Identify and make recommendations for service improvements in consultation with relevant manager and team.
- Contribute to continuous improvement initiatives in collaboration with the team.

1.4 RESPONSIBILITY AND COMPLIANCE

- Maintain all behavioural and procedural standards as required under OCTR PC2 and DAWE BC2 regulations.
- Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.

Behavioural Expectations - All staff are expected to maintain the following behaviours:

- Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
- Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address Essential Selection Criteria

2.1 ESSENTIAL

- Completion of a Certificate III in Heath Service Assistance (Sterilisation Services) or similar, or an equivalent combination of relevant experience and education/training.
Demonstrated ability to properly operate and maintain autoclaves and other equipment and instruments including scientific dishwashers and ovens.

Proven ability to complete sterilising tasks to a high standard, ensuring high level of consistency, accuracy and attention to detail at all times.

Ability to recognize the hazardous nature of the environment and to adhere to all safe work practices as well as a proven knowledge and understanding of principles of biohazard and infection control regulations.

Well-developed organisational and time management skills with the ability to prioritise competing demands and meet deadlines.

Demonstrated commitment to providing excellent customer services.

Well-developed interpersonal and communication skills with the ability to build and maintain professional working relationships across all levels both internally, externally and with people from diverse backgrounds.

Demonstrated ability to take initiative and work flexibly in a changing environment with capacity to learn new skills and take on new tasks as required.

Proven ability to work autonomously, flexibly, and effectively as part of a team to achieve goals and objectives.

Proven ability to work under general direction within established policies and Standard Operating Procedures in a busy environment.

2.2 DESIRABLE

- First Aid Level 2 Certificate.
- Experience working as a laboratory assistant, preferably with experience in the education or research sectors.
- Knowledge of and experience with regulations pertaining to PC2 and DAWE requirements, Environmental Health and Safety (especially with respect to Biological and chemical hazards management), and their application in a research laboratory setting.

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- As the Faculty of Science is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- You are required to have current vaccination status for Tetanus, Hepatitis A and B, Q fever.
- This position will require physical activity including manual handling.
- This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Assistant (Central Sterilisation) operates under the general supervision of the manager and in consultation with the local laboratory officer and laboratory users. This position will perform practical tasks relating to cleaning, sterilising and decontaminating...
laboratory instruments and equipment, adhering at all times to relevant Faculty and University policies and processes, SOPs and regulations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires proficient technical expertise in the use and maintenance of equipment. The Laboratory Assistant (Central Sterilisation) will identify and recognise technical and operational problems when they occur and resolve them in consultation with laboratory users.

The Laboratory Assistant (Central Sterilisation) is also responsible for the maintenance of laboratory equipment, recognising malfunctions and liaising with third parties to ensure timely repair. Excellent organisational skills are essential, including the ability to plan work and prioritise tasks in a busy work environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Laboratory Assistant (Central Sterilisation) will continue to develop knowledge, skills and experience to provide technical support in the teaching and research activities of the Faculty.

The position will require knowledge of the processes in the own work area and understanding of how they interact with other related areas and processes and ensure compliance with all relevant legislation relating to Environmental Health and Safety, taking appropriate measures to ensure the safety of all personnel utilising the facilities.

The Laboratory Assistant (Central Sterilisation) is required to have a thorough knowledge of and operate at all times according to University and FoS policies and procedures.

3.4 RESOURCE MANAGEMENT

The Laboratory Assistant (Central Sterilisation) will have sound resource management skills to undertake ordering and distribution, as required, of laboratory items including chemicals and assets. The position is responsible for ensuring that equipment is kept in operational condition and that a sufficient supply of consumables is available to meet teaching and research requirements.

3.5 BREADTH OF THE POSITION

The Veterinary Preclinical Centre laboratories include research facilities for parasitology, virology, bacteriology, molecular biology, pharmacology, anatomy and animal biotechnology and all associated pieces of equipment. The Laboratory Assistant (Central Sterilisation) is expected to assist in maintaining the central sterilisation facility and equipment in collaboration with laboratory users.

The Laboratory Assistant (Central Sterilisation) is responsible for a variety of tasks requiring technical and administrative skills. The position requires a focus on client service by providing effective liaison with academic and professional staff, and undergraduate and postgraduate students.

4. Equal Opportunity, Diversity and Inclusion
The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2023-2030 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at: https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 MELBOURNE VETERINARY SCHOOL

http://mvs.unimelb.edu.au

The Melbourne Veterinary School is Australia’s number 1 ranked veterinary school with a proud tradition of excellence in research, education, and leadership. The Melbourne Veterinary School has research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat) and animal welfare. provides the only professional entry veterinary medicine program in Victoria and covers a wide variety of undergraduate and postgraduate subjects across veterinary science with Australia’s premiere graduate Doctor of Veterinary Medicine program, which is nationally and internationally accredited by VSAAC, RCVS and the AVMA COE.

6.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au
Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students. We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers
6.4 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance