

Department of Anatomy and Physiology
Faculty of Medicine, Dentistry and Health Sciences

Flow Cytometry Operator

POSITION NO	0032425
CLASSIFICATION	UoM 6
SALARY	\$85,134 - \$92,154 per annum (pro-rata for part time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.6 FTE)
BASIS OF EMPLOYMENT	Fixed term for 2 years
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Vanta Jameson Tel +61 3 9035 8536 Email Vanta.jameson@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

The Melbourne Brain Centre (MBC) Flow Cytometry Facility is a key operational node of the University of Melbourne Cytometry Platform, providing expert flow cytometry services to University and external researchers on a fee-for-service basis.

The Flow Cytometry Operator reports directly to the MBC Flow Cytometry Facility Manager and is responsible for operating instruments within the MBC Flow Cytometry Facility, which includes both sorters and analysers. The operator will assist in ensuring that the facility is organised, serviced and maintained to the maximal benefit for all the users, both University and external clients. This position will be required: to routinely operate the cell sorters for researchers; assist with training of researchers in the use of analysers; operation of analysers as required; ensuring that all cytometers are properly maintained. The Operator will be given appropriate training on the relevant instruments.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

- ▶ To operate the Facility's sorters in a timely and scheduled manner to allow maximal use by University of Melbourne staff and students and external clients
- ▶ Ensure timely maintenance and servicing for all the equipment within the facility. This is critical because the Cytometry Facility forms a vital part of the research effort of the Department and University of Melbourne more broadly.
- ▶ To quickly identify and resolve problems with the cytometers.
- ▶ Provide specialised technical advice to researchers on experimental design for flow cytometry experiments and sorting utilising the full capabilities of the multi-parameter flow cytometers
- ▶ To maintain the Facility's OGTR PC2 status, including updating, and writing of Standard Operating Procedures, and riskassessments as required.
- ▶ To supervise and advise researchers using the analysers within the Facility.
- ▶ To train staff that may be employed to help operate the sorters and analysers within the Facility.
- ▶ To communicate regularly and effectively with supervisors and users of the Facility.
- ▶ To co-ordinate, in conjunction with the Flow Cytometry Facility Manager, the day to day running and efficient scheduling of flow cytometry equipment via the on-line bookingsystem.
- ▶ Maintain an adequate supply of key reagents and materials to operate the various machines.
- ▶ To comply with good laboratory practices
- ▶ To handle infectious materials safely within the Facility according to PC2

- ▶ To actively partake in training and self-driven learning in cytometry theory and methods with a view to provide expert advice and assistance to researchers
- ▶ Liaise with other Flow Cytometry operators within the University and other institutes and Universities as required
- ▶ Perform other tasks and duties as required by the Manager of the Facility, Head of the Cytometry Platform and the Head of the Department.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree (BSc) with Honours in biological sciences, for example immunology or cell biology
- ▶ Extensive experience and competence with the setup, operation, maintenance and trouble-shooting of multi-colour flow cytometers
- ▶ Demonstrated ability to work independently with broad direction from the supervisor
- ▶ High level of communication and organisational skills with the capacity to handle multiple demands, prioritise tasks and meet deadlines
- ▶ Proven ability to interact with multiple researchers and external users
- ▶ Demonstrated ability with respect to record keeping and maintaining experimental records
- ▶ Experience in adapting and updating current policies and procedures
- ▶ Demonstrated commitment to providing excellent customer service
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite and flow cytometry analysis software such as FlowJo or FCS Express

2.2 DESIRABLE

- ▶ Research experience or graduate level qualification in a relevant field
- ▶ Willingness to work with some flexibility in work hours
- ▶ Experience in or an understanding of the higher education sector

2.3 SPECIAL REQUIREMENTS

- ▶ The appointee must show vaccination records or agree to being vaccinated as the Department feels essential for personal protection
- ▶ Undertake training in Laser safety and management

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under general to broad direction depending upon experience and the complexity of the tasks.

The incumbent will be often required work independently.

The incumbent may have extensive supervisory and line management responsibility for technical, clerical, administrative and other non-professional staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

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 2015-2020 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 deserve to service 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:

<http://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 DEPARTMENT OF ANATOMY AND PHYSIOLOGY

<https://biomedsciences.unimelb.edu.au/departments/department-of-anatomy-and-physiology>

The Department of Anatomy and Physiology has only recently come into fruition and is an amalgamation between the Departments of Anatomy and Neuroscience and Physiology. Both Departments have long and illustrious history and have come together to produce a Department with a remarkable breadth and depth in research expertise that underpin our key research themes of neuroscience, metabolism and diabetes, and cell biology. The increase in critical mass of our researchers will also help position the department as a key partner for Medical Research Future Foundation (MRFF) and other large-scale grant applications relating to chronic, developmental, and degenerative diseases. The goal of the combined department is to remain at the forefront of scientific research aimed at understanding the structure and function of the human body in health and disease, employing novel and imaginative research methods.

Both individually, and as a combined department, we are widely recognised for our innovation in teaching, both through the development of online resources and in the use of active learning approaches in face-to-face teaching. Constant review and refinement of the curriculum and educational methods ensures that we best prepare students for scientific independence as they enter graduate and postgraduate professional and research careers.

Our synergies in teaching extending beyond award programs to custom education programs focused on health professionals and industry. The former Department of Anatomy and Neuroscience had already initiated the **Melbourne Academy of Surgical Anatomy** in 2020, which has potential to be the largest of its kind in the southern hemisphere, underpinned by one of the largest donor programs in the country established to support the teaching and study of anatomy.

Physiology brings its considerable experience in the digital learning space. By combining expertise, it is envisioned that the Department of Anatomy and Physiology will be able to develop custom programs for health professionals and industry relevant to priority health challenges, such as cardiorespiratory and metabolic disorders.

Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. Our researchers are in the Triradiate Medical Building and the Melbourne Brain Centre, and has excellent research facilities, including confocal and live cell imaging microscopes, laser capture dissection, tissue culture, histology, flow cytometry, electrophysiology and molecular biology.

6.2 SCHOOL OF BIOMEDICAL SCIENCES

biomedsciences.unimelb.edu.au

The School of Biomedical Sciences is part of the Faculty of Medicine, Dentistry & Health Sciences. It was established on 1 January 2015 and comprises the Departments of Anatomy and Neuroscience, Biochemistry and Molecular Biology, Microbiology and Immunology, Pathology, Pharmacology and Therapeutics, and Physiology.

Situated on the University's Parkville Campus in a rich medical practice and research precinct the School has much to offer research and teaching staff alike.

6.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.4 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>.

6.5 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.

6.6 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 <http://www.unimelb.edu.au/governance>