



POSITION DESCRIPTION

Laboratory Support Services

Faculty of Science

Laboratory Officer

POSITION NO	0054515
CLASSIFICATION	UOM 5
SALARY	\$83,159 - \$95,518 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.00 FTE)
BASIS OF EMPLOYMENT	Continuing FLEXIBLE EMPLOYMENT <p>The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.</p>
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	Kathryn Mistica Tel +61 3 9035 6036 Email kathryn.mistica@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

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

The Laboratory Officer (LO) will be principally responsible for the management of the animal anatomy teaching facility on the Parkville campus, which is comprised of the anatomy teaching laboratory, associated preparatory laboratories and the Veterinary Anatomy Teaching Collection. This facility is used for teaching within the School of Agriculture, Food & Ecosystem Science and Melbourne Veterinary School in the Faculty of Science at the University of Melbourne. From time to time, the role will be required to assist with the operation of other teaching laboratories at Parkville and other University campuses.

Reporting to and working under the direction of the Manager, Teaching Laboratories (MVS & SAFES), this position will work collaboratively with other Laboratory Officers and Laboratory Managers to provide technical support to teaching and learning activities, and ensure that the Faculty's laboratories, whether used for teaching or research, are safe, compliant and in full operational order.

This role does not carry out research activities or is not actively involved in teaching content.

The Laboratory Officer is the principal source of advice to the teaching academic staff on resources required to support the laboratory teaching programs across agricultural and veterinary disciplines related to animal anatomy. The Laboratory Officer will also be required to handle animal cadavers which will require a high degree of manual handling. The role is also required to contribute to continual development of systems for improved service delivery.

Laboratory Officers are based at the Faculty's Parkville, Werribee and Dookie campuses. The primary location of the position will be at Parkville at the time of appointment, however the position will be expected to work from and attend other sites and campuses from time to time, if required.

1. Key Responsibilities

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Provide technical support for teaching activities by coordinating and maintaining the planning, preparation, setup and pack down for classes, in particular practical classes in the animal anatomy teaching facility at Parkville.
- ▶ When required contribute to the development of practical classes and provide advice on practical student activities.
- ▶ Ensure supply of teaching specimens, consumables and minor equipment by monitoring stock levels and usage, and ordering appropriate replacement stock in a timely manner.

- ▶ Work effectively with professional and academic colleagues to organise and prepare animal specimens, samples and materials for practical classes and as required collect specimens from suppliers and other campus storage facilities.
- ▶ Use appropriate techniques when managing animal cadavers. These include but are not limited to the correct manual handling of heavy specimens, the dissection and preparation of specimens and following appropriate waste procedures.
- ▶ Maintain laboratory facilities, equipment and materials in optimal operational condition, consistent with all relevant compliance frameworks and accreditation requirements.
- ▶ Maintain accurate records and inventories of laboratory activities and assets including induction records, equipment maintenance records and inventories for specimens, equipment and chemicals.
- ▶ Assist with the induction and training of staff and students and other users or visitors into the laboratory and in the safe and effective operation of equipment and reagents.
- ▶ Work with general direction and to a high technical standard by adhering to good laboratory practice, policies and procedures, and recognising, troubleshooting and communicating technical problems.
- ▶ Update and maintain the specimens, facilities and records of the Veterinary Anatomy Teaching Collection and participate in the preparation of new teaching specimens.

1.2 COLLABORATION AND LEADERSHIP

- ▶ Work flexibly and collaboratively as part of the team, including providing backfill for the team, as directed by the relevant manager.
- ▶ Work effectively as part of the team and with the managers to develop and implement efficient work methods.
- ▶ Provide guidance and training to all laboratory users, including ensuring compliance with laboratory protocols.
- ▶ Actively participate in meetings and contribute to their outcomes.
- ▶ Provide effective, timely and clear communication to all stakeholders.

1.3 INNOVATION AND IMPROVEMENT

- ▶ Proactively identify opportunities for service improvement in conjunction with the laboratory officer/managers, the academic staff laboratory users. and other senior professional staff.
- ▶ Assist with the development and implementation of new processes to improve the efficiency of the service and support provided by the team.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Act as the First Aid Officer and Warden for the building in which the position is primarily based; maintain training and certifications relevant to these roles.
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- ▶ Reliably follow communications protocols and/or policies as appropriate.

- ▶ Adhere to the 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

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

- ▶ A relevant degree or an equivalent combination of relevant experience and/or education/training particularly in the field of veterinary or animal anatomy.
- ▶ Demonstrated knowledge, expertise and experience in the handling and preparation of animal cadavers, including the safe operation and troubleshooting of relevant equipment in a laboratory setting.
- ▶ Demonstrated ability to work autonomously under general direction with flexibility, enthusiasm and initiative within a busy and changing environment.
- ▶ A proven ability to identify, develop and deliver systems for service improvement and problem resolution and experience in delivering high-quality customer service.
- ▶ Proven ability to work effectively as part of a multi-disciplinary team on a flexible roster to achieve goals and objectives.

2.2 DESIRABLE

- ▶ First Aid Level 2 Certificate.
- ▶ Experience in chemical management and handling.
- ▶ Experience in or an understanding of the higher education sector.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ A full driver's licence valid in the state of Victoria will be necessary as this position may be required to travel to collect animal specimens for practicals from time to time as needed.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ 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.
- ▶ This position may require the incumbent to work out of span hours including weekends, public holidays and University holidays. This activity will attract the appropriate University allowances, when applicable.
- ▶ This position will require physical activity including manual handling of heavy specimens.

- ▶ The incumbent will be required to have current vaccination status for Tetanus, Hepatitis A and B, Q fever.
- ▶ Annual leave will need to be taken at times which accommodates the peak workflows of the area.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Officer will operate under the general supervision of the relevant manager and in collaboration with the laboratory users and team members.

The position will work collaboratively and professionally with internal and external stakeholders at all levels, including but not limited to students, academic staff, professional staff, trades people and suppliers.

The Laboratory Officer is expected to work autonomously and effectively as part of a work team, in established routine activities and to seek guidance on non-routine activities.

The position will undertake specific projects or tasks as directed by line management.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Laboratory Officer will develop and implement approved process improvement initiatives within their own prescribed tasks and will take responsibility for the delivery of improvement activities and projects as directed.

The position requires proficient technical expertise in the use and maintenance of equipment and laboratory with the proven ability to recognise and resolve technical and operational problems when they occur in a timely manner.

The Laboratory Officer is required to demonstrate effective communication and interpersonal skills that reflect a strong customer service approach and can elicit action and support independently within defined procedures and processes.

Under guidance of the relevant manager, this position will be responsible for the purchase of reagents, other consumables and minor equipment and the optimal expenditure of allocated budgets is paramount.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Laboratory Officer will perform work tasks/assignments which require proficiency in the work area's existing procedures, rules, systems, processes, policies and regulations, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

The incumbent is expected to be aware of and observe Faculty and University of Melbourne policies, procedures and SOPs as well as relevant regulations.

3.4 BREADTH OF THE POSITION

The Laboratory Officer is responsible for a variety of tasks requiring experience and functional proficiency in the work area's rules, regulations, policies, procedures, systems,

processes and techniques and how they interact with other related functions. The position involves working and liaising with the teaching and research staff to understand and meet their needs for laboratory services at the times they are required.

In fulfilling these duties, the position will participate in the appropriate quality assurance programs.

Faculty laboratories undertake teaching and research in a range of disciplines, including veterinary science, microbiology, plant pathology and animal anatomy. The Laboratory Officer is expected to assist in maintaining the laboratories and equipment in collaboration with laboratory users and assisting where directed by the Manager in other areas of the campus.

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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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 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, Oceania Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

6.2 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>

6.3 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.

6.4 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>