



POSITION DESCRIPTION

School of Chemistry
Faculty of Science

Laboratory Supervisor (1st Year Labs)

POSITION NO	0039576
CLASSIFICATION	UOM 6
SALARY	\$96,459 - \$104,413 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing FLEXIBLE EMPLOYMENT 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.
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	Please email any enquiries to: chemistry-adminstaff@unimelb.edu.au <i>Please do not send your application to this email address</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 Supervisor (1st Year Labs) is responsible for the 1st year laboratories in the School of Chemistry. The position is responsible for the organisation and smooth operation of the first year undergraduate practical classes in Level 1 Laboratories, which includes managing rostering demonstrators for first year classes. This role supervises a team of two technical staff and is responsible for the recruitment and management of casual and fixed-term demonstration staff. This position reports to the School Operations Manager. At times technical staff are required to work as a team across all labs or to work in other areas (i.e. Open Day Activities) of the School as necessary.

1. Key Responsibilities

1.1 PRACTICAL CLASS SUPPORT

- ▶ Supervise a team of technical staff to ensure that the first year teaching laboratories operate efficiently to provide practical classes for undergraduate students in accordance with the set curriculum.
- ▶ Ensure all scientific equipment is maintained in good working order by testing, calibrating and servicing.
- ▶ Ensure all practical class experiments are trialled and tested to ensure the quality and sustainability of the practical teaching classes.
- ▶ Ensure that chemicals and solutions are accurately dispensed and prepared for practical sessions.
- ▶ Recruit, train, roster and manage demonstrating staff required to run 1st year labs. Staff may be a combination of Graduate Research Associates and casual demonstrating staff. This includes the management of casual demonstrator timecard approvals.

1.2 STUDENT ADMINISTRATION

- ▶ Ensure accurate and timely provision of timetabling and course information.
- ▶ Resolve problems relating to timetabling of lectures and practical sessions and re-schedule students to alternative practical sessions due to absenteeism.
- ▶ Ensure that all first year practical and exam marks are registered correctly to a set deadline for the School records and contribute to the processing of these marks for entry to the administrative system.
- ▶ Assist with the enrolment of all students taking Chemistry as a first year subject and ensure that the appropriate experimental kits, lecture and practical notes are supplied.

1.3 CONTINUOUS IMPROVEMENT

- ▶ Liaise with stakeholders with a view to continuously improve specialised Laboratory technical supervision as well as innovate new demonstrations.

1.4 SAFETY

- ▶ Provide safe working conditions by ensuring that safety procedures and equipment are in place for each practical class.
- ▶ Ensure that the Risk Assessments and SOP's (Standard Operating Procedures) are reviewed and current for the experimental programs of each subject that are carried out in the 1st Year Laboratories.
- ▶ Follow appropriate laboratory regulations with respect to chemical handling, waste management and equipment maintenance in accordance with the University's OH&S guidelines.
- ▶ Other Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree in science and subsequent relevant experience or an equivalent combination of relevant experience and/or education and training.
- ▶ Significant experience in the operation of scientific laboratory facilities, including experience in UV-VIS spectrophotometers.
- ▶ Excellent interpersonal and communication skills with the ability to interact with a wide range of stakeholders at all levels.
- ▶ Demonstrated ability to act with a client-focussed approach and deliver a high-quality level of service.
- ▶ Highly developed organisational skills, including the ability to coordinate workflow, determine priorities, meet deadlines and effectively manage competing demands and follow through on tasks to completion.
- ▶ A high level of initiative, flexibility and self-motivation is required in identifying needs, setting up and maintaining systems, and implementing improvements to processes.
- ▶ Ability to work collaboratively, positively and flexibly both in a team and independently.
- ▶ Demonstrated high level of understanding and experience in environment and safety procedures.
- ▶ Ability to supervise and motivate staff in a complex and changing environment including experience in staff performance management and conflict resolution.

2.2 DESIRABLE

- ▶ Experience working within a tertiary education environment preferably in Chemistry.
- ▶ First aid training.

2.3 OTHER JOB-RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ This is primarily an office and laboratory based, on campus role.
- ▶ Occasional work out of ordinary hours, travel, etc may be required.
- ▶ A full driver's licence valid in the state of Victoria.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Supervisor operates under broad direction from the School Operations Manager but will be required to work independently with little day-to-day supervision, and work closely with the School's teaching staff. The Laboratory Supervisor carries out responsibilities in the laboratories to a set timetable. The Laboratory Supervisor refers to their supervisor on issues that require major commitments of funding and/or major changes in the teaching laboratories. The position supervises two laboratory staff and assigns their workloads. The position receives instruction from members of academic staff on the practical course content and structure. The Laboratory Supervisor is expected to take responsibility for the quality and efficiency of the student laboratory services provided. On a day-to-day basis, the Laboratory Supervisor is expected to show initiative, work independently to resolve problems, and be able to prioritise with minimal supervision.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Laboratory Supervisor is expected to prioritise the workload and assign work to other technical staff as required and resolve any issues. The position requires interaction with academic staff, professional staff and postgraduate and undergraduate students and therefore requires excellent interpersonal and communication skills.

The Laboratory Supervisor must deal with accidents/incidents in the laboratory and make a judgement on the best course of action. Solve problems raised by undergraduate students about chemical solutions and equipment during practical sessions. A student enquiry desk operates throughout the day and the Laboratory Supervisor manages and solves problems relating to timetabling of lectures and practical sessions and re-scheduling students in practical sessions after absenteeism.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Laboratory Supervisor requires a sound knowledge of applied chemistry in order to understand the detail and layout of experiments in the practical sessions.

Test and sort unwanted chemicals for waste disposal. Possess a working knowledge of the health and safety policies and procedures relating to the handling and storage of chemicals and the use of scientific equipment. Possess knowledge of ISIS to enter student marks and Themis.

3.4 RESOURCE MANAGEMENT

Liaise with the School Operations Manager in the management of the budget for the Level 1 undergraduate teaching laboratories. The position will recruit and supervise casual, fixed term and continuing staff and allocate work to technical staff. This role will maintain and service equipment and apparatus so it is available for use.

3.5 BREADTH OF THE POSITION

The position is responsible for a range of tasks from offering advice and information to students to performing technical duties in the laboratory and logging of practical exam marks. Technical expertise is required to maintain and run scientific equipment used in the teaching laboratories ranging from vacuum lines and auto titrators to spectrophotometers. This role interacts with academic staff, undergraduate and postgraduate students, and other technical and administrative staff. The position works closely with other laboratory staff and academics to ensure that undergraduate classes run smoothly and students have a positive experience.

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 SCHOOL OF CHEMISTRY

www.chemistry.unimelb.edu.au

The School of Chemistry at The University of Melbourne is one of the largest and oldest in Australia with a distinguished history in teaching and research. The first lectures in chemistry in The University of Melbourne were given in 1856, only three years after the University was founded. Since then the School has grown and developed and there are presently over 2500 undergraduates enrolled in Chemistry subjects, with more than 150 BSc (Hons), MSc and PhD research students. Teaching and undertaking research in the School are 23 continuing research and teaching staff, and over 30 research only staff, supported by a team of technical and administrative personnel.

The School has an excellent international reputation in [research](#) and an outstanding record of achievement in attracting external [research funding](#). There is an ongoing program to keep its research facilities at world standard and to focus our research efforts. This has involved progressive upgrading of the School's laboratories, the purchase of state-of-the-art instrumentation and recruitment of academics with a strong research profile. The successful candidate would be located in the Melbourne Centre of Theoretical and Computational Chemistry and will be eligible to access to the University's high-performance computing infrastructure.

The School of Chemistry is a key participant in the [Bio21 Institute](#), a major world-class biotechnology initiative in Victoria. New purpose-built research laboratories for research groups in the School are housed in the Chemistry Building and the Bio21 Institute of Molecular Science and Biotechnology. In addition, we are building stronger links with other disciplines within the University and with other research institutions locally and internationally.

Research in the School of Chemistry covers a wide spectrum from the design, synthesis, and properties of new materials through to protein structure and chemistry. Many research programs sit at interdisciplinary boundaries with physics, engineering, and biology. The School has a collegial environment, where the contributions of all academic, research and professional staff are valued equally. The School values Diversity and Inclusion deeply and has an active and visible D&I committee, which reports directly to the School Executive.

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>