TECHNICAL OFFICER – RESEARCH SUPPORT

DEPARTMENT/UNIT: Anatomy and Development Biology / School of Biomedical Sciences

FACULTY/DIVISION: Faculty of Medicine Nursing and Health Sciences

CLASSIFICATION: HEW Level 6

WORK LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Medicine, Nursing and Health Sciences is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.med.monash.edu.au/.

The sub-Faculty of Biomedical and Psychological Sciences (FBPS) is a unique discovery research precinct of the Faculty of Medicine, Nursing and Health Sciences. The Discovery Precinct is a partnership between (i) Monash Biomedicine Discovery Institute; (ii) Australian Regenerative Medicine Institute: and (iii) Monash Institute of Cognitive and Clinical Neuroscience. The mission is to carry out world-class discovery research that translates to the clinical and commercial sectors. The FBPS Discovery Precinct is home to two ARC Centres of Excellence, namely, (1) Advanced Molecular Imaging and (2) Integrative Brain Function.

We are committed to an inclusive working environment with a particular focus on gender equity. Please visit med.monash.edu.au/sobs/ for more information on FBPS.

The School of Biomedical Sciences is one of the largest and most dynamic biomedical research and teaching environments in Australia. The School and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 100 research groups and deliver discipline-focused teaching into our flagship Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves
on an excellent and evolving teaching curriculum and our teaching space is about to be transformed by a new $80 million dollar biomedical teaching building. Opening in 2019, the new building will provide world-class teaching and learning space for Biomedical Sciences.

The Department of Anatomy and Developmental Biology is one of five departments of the School of Biomedical Sciences. It is one of the strongest research and teaching departments in the field. Staff and students are accommodated in high quality research space with easy access to all of Monash University’s research platforms. Areas of research expertise include renal and lung biology, epithelial and reproductive biology, inflammation, embryology, cancer, stem cell biology and regenerative medicine.

The department is responsible for the delivery and coordination of the developmental biology major within the BSc course, and the teaching of human anatomy in the medical, physiotherapy, radiography, biomedical science and science degrees (including a major in developmental biology). Teaching is conducted at both the undergraduate and postgraduate levels.

Further details about the department can be found at: www.med.monash.edu.au/anatomy/.

Monash Histology Platform is governed by the FMNHS and Office of the Vice Provost (Research and Research Infrastructure), is a member of a suite of technology platforms that aim to enhance local and international research outcomes by providing users with access to Platforms operated with world-best expertise, cutting edge technology and innovative research. Governed by the Office of the Vice Provost (Research and Research Infrastructure), the Platforms have a strong commitment to providing quality services for education and training while enhancing the network and accessibility for University and industry researchers.

**POSITION PURPOSE**

The Technical Officer - Research Support performs a range of activities and provides research subject matter expertise that play a key role in the delivery of Histology services to researchers, other clients, students and collaborators. This includes administrative and operational activities as well as supervisory responsibility for allocated staff.

The Technical Officer - Research Support will draw on specialist knowledge in the field of research and significant experience in histological techniques to facilitate the planning, delivery and maintenance of a high quality histology service to internal and external researchers and collaborators within Monash Histology Platform. They will be involved in conducting histological testing and trials, including preparation, sampling, data collection and QC analysis, as well as prepare documentation (such as proposals, SOP’s, work instructions, equipment reviews, research and conference papers), including undertaking literature reviews and data analysis.

**Reporting Line:** This position reports to the Platform Manager under general direction

**Supervisory Responsibilities:** Responsible for general supervision of junior Technical Officers, Laboratory Assistants and casual staff members

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Plan, implement and deliver high-level technical service management support for Histological projects and programs, including maintaining/using information systems, databases, websites and record keeping systems

2. Provide mentoring, supervision and technical advice to staff in the delivery of high-quality histological service provision, and training in effectively following compliance with standard operating procedures

3. Apply extensive research experience and subject matter expertise to liaise with research clients to develop tailored solutions and assist with the provision of excellent service delivery of Histology Services which may include;
• Developing proposals to meet the needs of Histology Platform clients
• research and undertake proof of concept testing of new Histological solutions and techniques
• coordination of work requests, equipment and materials across the Platform
• oversee the storage and management of specimens, samples, chemicals and other materials according to standards and protocols
• establish, monitor and enhance Platform protocols and procedures for service delivery

4. Maintain up-to-date specialist knowledge of new and innovative methodology, equipment, technology, data management and analysis in areas relevant to Monash Histology Platform

5. Identify, document and resolve issues associated with the conduct of research or technical services including escalation of more complex issues as required

6. Actively participate in and initiate continuous improvement activities relating to project, research or technical procedures and quality assurance standards

7. Comply with all Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify, eliminate and/or minimise OHS risks relevant to Monash Histology Platform

8. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to facilitate the planning & delivery of effective, high quality Histology services

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • A degree in a relevant field with subsequent relevant experience; or
   • extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   • an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. High level analytical, technical, investigative, data analysis and problem solving skills, including the ability to apply/use analytical and diagnostic skills, discretion, innovation and professional expertise to solve problems

3. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines and work effectively under pressure

4. Ability to develop procedures, provide supervision and one on one or workshop style training in relation to complex technical processes and use of specialised equipment, with the ability to lead and motivate staff

5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement, initiative, confidentiality, privacy and information handling principles

6. Proven ability to adhere to protocols, standards and quality guidelines involved in the maintenance of a routine laboratory, including a thorough understanding of ethical research principles as required

7. Highly-developed communication skills, including the ability to prepare a range of documentation for various audiences and to interact with and gain commitment from a diverse range of stakeholders

8. Experience with advanced technologies including equipment and software such as Microsoft Office applications and specified University software programs, and demonstrated ability to quickly adapt to and learn new systems

9. Specialised Histological technical skills developed through extensive, relevant technical experience and understanding of high level histology processes such immunohistochemistry and tissue analysis
OTHER JOB RELATED INFORMATION

• Travel to other campuses of the University may be required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.