# TECHNICAL OFFICER (RESEARCH LAB)

<table>
<thead>
<tr>
<th>DEPARTMENT/UNIT</th>
<th>Department of Physiology</th>
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<tr>
<td>FACULTY/DIVISION</td>
<td>Faculty of Medicine, Nursing and Health Sciences</td>
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<tr>
<td>CLASSIFICATION</td>
<td>HEW Level 4</td>
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<tr>
<td>WORK LOCATION</td>
<td>Clayton campus</td>
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## 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 largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The Department of Physiology is one of five Departments of the School of Biomedical Sciences. Its goal is to further knowledge in the field of animal physiology and to communicate that knowledge effectively to students, professionals in the field and to the community at large. The Department seeks to achieve these objectives by conducting vigorous and expanding research programs, and by fostering excellence in teaching.
Research within the Department of Physiology covers a wide range of integrative, cellular and molecular physiology, with particular strengths in sensory and systems neurosciences, cardiovascular and renal physiology, and metabolic disease. It is anticipated that the Department will play an important role in providing research underpinning the new heart hospital to be built on the Clayton Campus.

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

POSITION PURPOSE

An exciting new position has been created for a highly motivated individual to join the research groups of two dynamic laboratories within the Department of Physiology conducting pioneering research using cutting-edge technology to uncover new possibilities for treatment, prevention and/or early intervention for obesity, diabetes and other metabolic disorders.

The Technical Officer will assist with a variety of projects and provide technical services and assistance to researchers and staff in the laboratories of Professor Michael Cowley (Metabolic Neuroscience) and Dr Stephanie Simonds (Integrated Physiology). The incumbent applies theoretical and technical knowledge to perform a range of tasks, including; assisting with acute and chronic animal studies including animal handling, monitoring and colony management; performing glucose tolerance tests, intraperitoneal / subcutaneous injections and blood collection; as well as general molecular biology techniques (e.g. RNA/DNA extractions, PCR, western blotting) and biochemical assays (e.g. ELISA, RIA, Multiplex).

Reporting Line: The position reports to the Head of Department, Physiology and Research Fellow, Physiology

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Assist with the conduct of experiments, research trials and/or studies through: set-up, calibration, installation, testing, maintenance and servicing of equipment, storing and administering materials and specimens samples, chemicals other materials according to standards and protocols, undertaking tests, scientific or technical procedures

2. Provide guidance and basic advice to clients, staff, students and other stakeholders in the area of technical expertise, including use of equipment and compliance with standard operating procedures

3. Maintain the workspace, including attending to equipment, ordering and replenishing supplies, safely disposing of hazardous materials and keeping the area in a safe and tidy condition

4. Undertake data collection, record results and perform routine data analysis/evaluation

5. Provide feedback on and implement continuous improvement activities relating to project, research or technical procedures

6. Comply with standard operating procedures and Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify and escalate OHS risks where appropriate

7. Maintain open and effective channels of communication with staff, clients and other stakeholders

8. Monitor animals under acute and chronic experiments according to the guidelines set by the Animal Ethics Committee, including after hours and on weekend when necessary

9. Assist with documentation and writing animal ethics applications, laboratory protocols, equipment SOPs including taking laboratory inventory

10. Assist with the interpretation of experimental data
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Sound organisational and time management skills, including the ability to perform high-volume tasks to meet deadlines, maintaining a high degree of accuracy and consistency
4. Ability to exercise judgement on work methods and task sequence and adhere to standard procedures/practices
5. Ability to work as an effective member of a team as well as independently under general supervision
6. An ability to acquire knowledge of and apply policies and procedures, such as OHS and standard operating procedures
7. Well-developed communication skills, including the ability to draft basic documentation and interact positively with colleagues and clients
8. Demonstrated computer literacy and ability to quickly adapt to and learn new systems

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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.