POSITION DESCRIPTION

Position Title: Material Support Handler (HEW 3)
Organisation Unit: UQ Biological Resources
Position Number: 3038186
Type of Employment: Full Time/ Fixed term 2 years
Classification: Hew Level 3

THE UNIVERSITY OF QUEENSLAND

The Federal Government’s 2012 Excellence in Research for Australia (ERA) exercise confirmed The University of Queensland as one of the nation’s top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university: this reflects UQ’s leading global role in many areas of discovery. UQ’s outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ’s excellence: Academic Ranking of World Universities (Shanghai Jiao Tong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ’s 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six faculties and eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialisation activities — have built scale and focus in research areas that UQ regards as strategically important.

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. The University’s successes are underpinned by our values. For more information on UQ’s mission, vision and values please go to http://www.uq.edu.au/about/mission-statement.

Organisational Environment

The Translational Research Institute (TRI) is a new multi-partner biomedical research enterprise, developing novel interventions to prevent and treat human disease. The Institute, with facilities across hospital campuses in south Brisbane, will bring together leading researchers from several existing research institutes focused on translating biomedical research into practical outcomes for patients. The partners to TRI are the University of
Queensland Diamantina Institute, The Mater Medical Research Institute, the Queensland University of Technology Institute of Health and Biomedical Innovation, The University of Queensland Faculty of Health Sciences School of Medicine, and Queensland Health at Princess Alexandra (PA) Hospital.

The Translational Research Institute is an Australian first; one of the southern hemisphere’s largest facilities of its kind; and one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested, and manufactured in one location. TRI is a major new wet lab research facility located on the Princess Alexandra Hospital teaching campus. It housed over 650 researchers and students when it opened in late 2012, with further clinically focused TRI facilities at the Mater Hospital campus and the PA hospital campus opened in 2013. Researchers at these facilities work closely with clinicians in all areas of health care.

Details of the research interests of current academic staff may be accessed on the Institute’s web site at [www.tri.edu.au](http://www.tri.edu.au)

The University of Queensland Biological Resources (UQBR) manages the Biological Resources Facility (BRF) on behalf of TRI. The facility was commissioned in early 2013, operates as a TRI core facility and is critical to successful research outcomes. The Translational Research Institute (TRI) is a unique, Australian-first initiative of ‘bench to bedside’ medical research. TRI combines clinical and translational research to advance progress from laboratory discovery to application in the community.

**Information for Prospective Staff**

Information about the University, State of Queensland, living in Brisbane and employment at the University is at the University’s web site. ([http://www.uq.edu.au/staff](http://www.uq.edu.au/staff))


**DUTY STATEMENT**

**Primary Purpose of Position**

Under the direction of the Material Handler Support Supervisor, the person would undertake cage wash, and waste management activities within the TRI-BRF. The position is also required to undertake material handling procedures in accordance with the standard operating procedures (SOP), adherence to regulations and policies and work with in a team environment.

**Duties**

Duties and responsibilities include, but are not limited to:

- Conform to the PPE requirements for the area and any specific task being carried out
- Knock out, wash and filling of animal cages, water bottles and other equipment
- Sterilization of cages, equipment and dry goods for use within the Research and Breeding wings
Lifting, pushing, pulling and carrying heavy equipment and supplies
General cleaning and equipment up-keep in the central wash area
Participate in quality control programs related to equipment operation, material processing, productivity and biosecurity in the cage wash areas.
Assist with updating equipment and supply inventory’s, to support the cage wash and materials handling.
Liaise with TRI stores personnel to oversee food, bedding and general supply receipt and distribution.
Participate in weekend and Public Holiday rosters
Adhere to waste disposal practices, ensuring that all goods are disposed of as required.
Work as an effective team member, encouraging a team approach in line with the facility operations
Adherence to all regulatory guidelines & university requirements associated with your duties and responsibilities. These include (but are not limited to); OGTR, DAFF Biosecurity, and OH&S
Perform other related duties as assigned.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Medical Clearance: Working with laboratory animals is an inherent requirement of the position. The appointment is therefore subject to, and conditional upon, satisfactory medical clearance(s), including disclosure of relevant medical history, to undertake such work without unreasonable risk to your health and safety. In addition, the Employee is required to fully comply with necessary ongoing health monitoring procedures and control measures associated with the position.

Organisational Relationships

The position reports to the TRI BRF Deputy Animal Facility Manager and Senior Animal Facility Manager, UQ Biological Resources (UQBR)
SELECTION CRITERIA

**Essential**

- Completion of a Certificate III level qualification; or completion of year 12 or a cert II, with relevant work experience; or an equivalent combination of relevant work-related experience and/or education/training
- Demonstrated experience with working effectively in a team environment
- High level of accuracy and attention to detail.
- Effective time management and organisation skills.
- Excellent interpersonal skills including the ability to communicate effectively with wide variety of people including Senior Management/Supervisors and other members of staff, internal and external maintenance staff or contractors by telephone, email and in person
- Ability to prioritise own workload, work independently and meet deadlines.

**Desirable**

- At least 12 months experience working within an laboratory animal facility central areas
- General operational knowledge of animal facility cage wash, waste disposal procedures.
- Demonstrated experience in the operation and maintenance of specialised equipment.
- Knowledge of OH&S, OGTR, DAFF Biosecurity regulatory requirements

The University of Queensland is committed to equity, diversity and inclusion.