POSITION DESCRIPTION

Position Title: Research Technician
Organisation Unit: TetraQ Research Infrastructure Centre (TetraQ RIC)
Position Number: 3040856
Type of Employment: Full time, fixed-term for 12 months with a possibility of extension
Classification: HEW Level 3

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniques.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

Operating within the Office of the Deputy Vice Chancellor Research (ODVCR), the TetraQ Research Infrastructure Centre (RIC) mission is to provide best practice Preclinical and Clinical testing services for University of Queensland researchers and fee-for-service external clients. The RIC core services and expertise comprises a drug development ‘tool-kit’ which includes the capacity to conduct pharmacokinetics, toxicology and bioanalytical studies.

The RIC has world-class state-of-the-art physical infrastructure encompassing purpose-renovated space and leading-edge equipment including LC-tandem mass spectrometry and immunoassay platforms within its bioanalytical facility located on UQ's Herston campus. Toxicology and pharmacokinetics studies are completed in a well-equipped rodent animal facility on the UQ ST Lucia campus.

All studies are performed within quality assured laboratories according to OECD Good Laboratory Practice by NATA (National Association of Testing Authorities) standards. This accreditation means that data generated by the TetraQ RIC is conducted to industry pharmaceutical and biotechnology standards and will be accepted for review by international regulatory agencies.

Information about TetraQ may be accessed at http://www.tetraq.com.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

To provide support to the Facility Coordinator and bioanalytical team for daily operation of the facility in accordance with regulatory guidelines. The role will also provide administrative support for transactional finance processing tasks within the Centre.

Duties

Duties and responsibilities include, but are not limited to:

Operations
- Assist with sample and reference item receipt procedures/tasks
- Undertake routine house-keeping and equipment maintenance duties such as glassware wash-up, rubbish removal and filling pipette tip boxes
- Assist with management and performance of routine equipment maintenance tasks (e.g. performance checks of pipettors and balances, freezer defrost/cleaning)
- Assist with stock and chemical inventory
- Assist with preparation and distribution of pharmacokinetic (PK) kits for clients
- Assist senior staff with routine experiments
- Assist with receipt and registration of new equipment

Administration
- Provision of administrative support to Centre meetings (including compilation of meeting minutes)
- Scanning of laboratory forms and paperwork
- Assist in preparation of study folders
- Finance administration including raising orders and payment of invoices in accordance with relevant University policy and procedures
- Assisting staff with travel bookings and travel forms as well as reconciliation of travel cards and the Centre’s cab usage.

Any other duties as reasonably directed by your supervisor

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- 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
Organisational Relationships

The position reports to the Dr Ai-Leen Lam.

SELECTION CRITERIA

Essential

- Completion of Year 12 or a Certificate II, with relevant work experience, or an equivalent combination of relevant experience and/or education/training.
- High level attention to detail
- Experience in the use of a wide range of computer applications in a network environment
- Excellent interpersonal skills including the ability to communicate effectively by telephone, email and in person
- Ability to interpret and apply policies and procedures
- Experience in processing financial transactions
- Ability to prioritise own workload, work independently and meet deadlines

Desirable

- Experience working in a laboratory research environment
- Experience with clerical and administrative duties
- Experience working in a team environment

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.