POSITION DESCRIPTION

Position Title: Scientific Officer
Organisation Unit: Heron Island Research Station, Faculty of Science
Position Number: 3025517
Type of Employment: Full Time, Fixed term for three years.
Classification: Hew Level 5

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://uniquest.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

Heron Island Research Station (HIRS) is part of the Faculty of Science. It is located on a small coral cay 80 km offshore from Gladstone. HIRS has been established for over 60 years. It has developed into Australia’s largest, best equipped and most productive university-owned marine research station and is an international facility for coral reef research and student training in marine sciences. The station can accommodate up to one hundred and forty researchers and people in education groups.

HIRS staff usually work a roster system of ten days on, four days off. The University recognises the need for work/life balance and also provides twenty six return catamaran trips to the mainland free of charge to each staff member as well as other generous flexible working arrangements contained in Schedule 7 of The University of Queensland Enterprise Agreement 2014 – 2017.

The University may provide basically furnished self-contained cabins free of charge to accommodate staff working on a regular and systematic basis at the research station. Staff are permitted to invite guests to stay on station, within their cabin, for short periods under specific terms and conditions.

Staff are expected to fulfil the duties of their primary position and also to contribute to other areas of the Station’s activities when necessary to ensure timely and effective support of the Station’s clients.

Information about Heron Island Research Station can be found at http://www.science.uq.edu.au/facilities/heron-island

Diversity and Inclusion

The Faculty recognizes and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

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

This position supports all facets of the research station’s scientific operations (including laboratory and aquaria support), providing research support, maintenance of scientific
equipment, boating and diving operations. This position also ensures that environmental practices, including GBRMPA, Fisheries, EHP, Animal Ethics and NPRSR permit requirements, are complied with.

This role will require you to be rostered ‘on call’ for a reasonable number of hours per week

Duties

Duties and responsibilities include, but are not limited to:

Management
- Responsible for the care, use, maintenance and acquisition of all scientific equipment in all laboratory, aquaria and teaching areas as approved by the Station Manager
- Supervise and co-ordinate tasks of staff assigned to support the provision of scientific services
- Co-ordinate all safety aspects of scientific services including chemical, biological and pathological material storage and waste disposal
- Responsible for the ethical care and treatment of all the animals associated with HIRS and/or in the absence of the responsible researcher
- Responsible for monitoring and data acquisition of the local climatic parameters (weather station data, local water quality data)
- Liaise with and provide advice to the Station Manager on technical and scientific matters
- Liaise with other universities, government agencies, contractors and suppliers in matters relating to scientific services.

Operational
- Act as scientific services contact person for all station clients
- Coordinate University and High School groups visiting the research station.
- Coordinate and perform public seminars and tours
- Liaise with researchers to determine station needs for stock and equipment
- Perform scientific/occupational dives when required subject to approval of the Station Manager and where other duties permit
- Monitor and maintain experiments in the absence of the responsible researcher, subject to approval of the Station Manager and where other duties permit
- When necessary, contribute to all areas of the Station’s operations as required by the Station Manager to ensure timely and effective support to the Station's clients
  - Conducting tours of the station and induction talks to user groups
  - Efficient running of HIRS’s library
  - Educational duties
  - Outreach activities (open days)
  - Boating and diving duties
  - Reception duties
  - Housekeeping duties.

Customer Services and Quality Assurance
- Liaise with the convenors and coordinators to ensure that customer objectives are being met
- Ensure a high level of client focus (internally and externally) with due care and attention to client priority issues and appropriate levels of client communications
Compliance

- Responsible for checking client’s and stations permits and compliance with permit stipulations. Including GBRMPA, EHP, NSPSR, DNRM and Animal Welfare

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

- Ensure visitors to the Station receive appropriate OH&S induction
- Ensure that all safety aspects of scientific services including development of relevant risk assessments and assisting in accident investigations for OH&S incidents at HIRS are complied with, approved and communicated to the Station Manager and/or relevant parties
- Act as HIRS chemical safety Officer
- Act as First Aid Officer.

Organisational Relationships

The position reports to the Station Manager
SELECTION CRITERIA

Essential

- Completion of a Science Bachelor Degree, with significant experience in field work coordination and/or teaching and research laboratories, or an equivalent combination of experience, education and training.
- Excellent interpersonal skills (including written and verbal communication) and the ability to liaise with internal and external stakeholders.
- Demonstrable experience in performing and leading professional client service delivery.
- Knowledge of laboratory procedures and of common-use scientific equipment.
- Must be self-motivated and able to work constructively to objectives within established management guidelines.
- Experience in WH&S and related practices in a complex, relatively high risk setting.
- Experience working in remote locations and/or in an isolated community.
- Must hold or be able to gain quickly a Blue Card (Queensland Children’s Commission clearance to work with children).

Desirable

- Senior First Aid Certificate, advanced resuscitation/oxygen/AED administration or willingness to obtain
- Thorough knowledge of Animal Ethics, Environmental Management Systems and OH&S policies and procedures applying to research and teaching laboratories
- Ability to carry out field work and data acquisition.
- VHF radio operator’s license or the ability to get one.
- Scientific Diver (or ability to obtain quickly) or Commercial 1 SCUBA certificate
- Recreational boat license qualifications.

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; staff will be working on a 10 day roster at Heron Island Research Station.

Accessibility requirements and/or adjustments can be directed to science.hr@uq.edu.au