POSITION DESCRIPTION

Position Title: Technical Assistant (Teaching Laboratories)
Organisation Unit: School of Chemistry and Molecular Biosciences
Position Number: 1012157
Type of Employment: Part Time, Continuing
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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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

The Faculty of Science is recognised as a powerhouse for some of the world's leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

Information about the Faculty may be accessed on the Faculty's web site: http://www.science.uq.edu.au/

School of Chemistry and Molecular Biosciences

The School of Chemistry and Molecular Biosciences (SCMB) combines the disciplines of Chemistry, Biochemistry & Molecular Biology, Microbiology and Parasitology into a single academic unit. The School has modern research laboratories with state-of-the-art equipment and research infrastructure. The School includes over 50 academic staff, who are widely published internationally and have extensive research backgrounds. Information about the School and research interests of academic staff may be found on the web site http://www.scmb.uq.edu.au.

DUTY STATEMENT

Primary Purpose of Position

Under general direction, the Technical Assistant will provide support for laboratory practical teaching in the School with emphasis on laboratory cleanliness, waste disposal and supply of consumables and clean glassware for students. Work priorities are generally as per the order of duties shown below with the need to be flexible depending on daily requirements. The Technical Assistant also carries out support duties in the School’s central glassware and autoclaving facility.

Duties

Duties and responsibilities include, but are not limited to:

- Maintain good communication with the Scientific Officers and Laboratory Coordinators in weekly planning meetings and on a daily basis.
• Carry out waste disposal from the teaching laboratories daily including preparation of clinical waste for autoclaving.

• Conduct regular checks to ensure that the preparation and teaching laboratories are supplied with general consumables and other items for staff and student use and replenish from consumables in storage including filling and autoclaving pipette tip boxes.

• Monitor general consumables in storage and notify the Scientific Officers when stocks are running low. Assist Scientific Officers to receive/collect orders. Unpack, distribute and put into storage. Dispose of packaging.

• Collect, wash, dry and re-stock glassware for preparation and teaching laboratories.

• Prior to the start of semester, carry out a general clean of the undergraduate teaching laboratories with particular emphasis on cleaning benches, sinks and whiteboards.

• Organize the supply of tutor and student lab coats. Arrange for laundering of lab coats.

• Provide support for laboratory based outreach activities.

• Provide back up support for the School’s central glassware and autoclaving facility to cover absences including:
  • Wash glassware and other items including loading/unloading and programming laboratory washers, sonicating, washing by hand, disinfecting etc. Oven dry and sort for collection.
  • Sterilise glassware and instruments by autoclaving or hot air sterilisation.
  • Prepare orders of glassware and other items for undergraduate practical classes.
  • Under general direction, autoclave clinical and infectious waste from the research and teaching laboratories, ensuring that WHS, OGTR and biosecurity standards are met for safe disposal.
  • Record and bag lab coats and other laundry for collection by laundry company weekly; unpack, check and sort clean items ready for collection.

• Other duties, consistent with the level of appointment in the job family concerned, as directed by the Teaching Laboratory Coordinator (Bldg 76) and/or Head of School or delegate

**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 Teaching Laboratory Coordinator (Bldg 76). This position has no supervisory responsibilities.

SELECTION CRITERIA

- Certificate III in Laboratory Skills or completion of grade 12 plus workplace experience or an equivalent combination of relevant experience and/or education/training.
- Experience in scientific laboratory support duties.
- Working knowledge of scientific glassware washing and sterilisation procedures.
- Experience in the general operation of autoclaves.
- Sound computer skills.
- Excellent time management and organization, including prioritizing tasks and meeting deadlines.
- Ability to work with a high level of adaptability, flexibility and cooperation as part of a team.
- Ability to follow set procedures and maintain high standards.
- Strong focus on customer service.
- Current first aid qualification or willingness to undertake first aid training.
- Experience in laboratory safety and compliance.
- Knowledge of the University’s operation and organization.

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.

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