POSITION DESCRIPTION

Position Title: Scientific Attendant
Organisation Unit: Australian Institute for Bioengineering and Nanotechnology
Position Number: 3017243
Type of Employment: Full time, fixed term
Classification: HEW Level 4

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 (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 University of Queensland's Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies. Information about the Institute can be accessed on the Institute’s web site at http://www.aibn.uq.edu.au/.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at http://www.aibn.uq.edu.au/women.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

The Scientific Attendant will be responsible for providing day to day management of the AIBN Central Sterilization Facility (CSF) and provide general assistance to laboratory areas of the Australian Institute for Bioengineering and Nanotechnology. The tasks will contain administrative duties.

Duties

Duties and responsibilities include, but are not limited to:

- Day to day management of the AIBN Central Sterilisation Facility (CSF)
- Collection, sterilisation and disposal of biological waste
- Sterilisation of plastic and glassware, experimental materials, laboratory media or other items as appropriate
- Comply with OGTR legislation and procedures for handling and disposal of GMO waste
• Perform regular maintenance of AIBN general use autoclaves and provide training to new staff as required.
• Coordinate and perform Mycoplasma testing
• Assist with the maintenance and calibration of the AIBN Flow Cytometer
• Perform regular maintenance on general use equipment (centrifuges, -80 freezers, lab water dispensers, etc)
• Maintain laboratory glassware washers and dryers. Fill detergent levels and clean filters where applicable
• Regular testing of safety showers & eyewash stations
• Monitor and ensure shared / general use tissue culture facilities are kept in a clean and tidy state
• Monitor and ensure that laboratory wash-up rooms and the cryogenic cell storage room are kept in a clean and orderly state
• Refill of paper towels and soap dispensers in laboratory areas
• Collection, dispatch to laundry and return (including inventory checks of incoming and outgoing) lab coats
• Manage stock levels of and place orders for general laboratory supplies (paper towel, bin liners, sharps bins)
• Work with and provide support to the AIBN Floor Managers
• Any other duties as directed by your supervisor

Administration
• Maintain accurate autoclave records, log books and autoclave validation test schedules in compliance with OGTR regulatory requirements
• Provide back-up administrative support to the AIBN Store-person
• Report any faults/problems to the Floor Manager(s)
• Provide administrative assistance to the AIBN OH&S Manager

Occupational Health and Safety
• Wear appropriate PPE as directed by supervisor
• Report any unsafe conditions, accidents or incidents to the Floor Managers or Infrastructure Manager

Other
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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 AIBN Infrastructure Manager.
SELECTION CRITERIA

• Completion of Diploma or Certificate level qualification with relevant work related experience; or an equivalent combination of relevant experience and/or education/training.
• Experience servicing biological and/or chemistry research laboratories
• Experience with handling and treatment of pathological or PC2 waste
• Ability to work in a flexible, efficient and well-organised manner
• Good time-management skills
• Methodical and excellent attention to detail
• Strict adherence to set procedures and routine
• Responsible
• Ability to work both independently and as part of a team
• Good interpersonal skills

Desirable

• Background in a scientific work environment
• Knowledge of relevant OH&S practices
• Understanding of current OGTR and AQIS requirements in relation to sterilisation procedures and general laboratory practice
• Experience in a laboratory sterilisation facility and autoclave usage

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 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 recruitment@uq.edu.au.