POSITION DESCRIPTION

Position Title: Technical Assistant (Teaching Laboratories)
Organisation Unit: School of Biomedical Sciences
Position Number: NEW
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 Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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

The School of Biomedical Sciences is one of the largest Schools of this type in Australia with almost 40 full-time academic staff members who are widely published internationally and have extensive research backgrounds. The School has x number of professional staff who provide professional, technical and administrative support

The School’s strengths are reflected in its three research centres – the Alpha Research Unit, the Centre for Bravo and the Charlie Research Unit. Some y students are presently enrolled in the School’s PhD program and, while their areas of research are often linked to these centres, their topics cover most aspects of academic discipline.

Postgraduate coursework programs in Alpha Studies and Bravo Relations are offered internally and externally and provide professional training to both Australian and international students.

Information about the Faculty and the School may be accessed on the Faculty’s web site at http://www.medicine.uq.edu.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

The University of Queensland Enterprise Agreement outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

Support the day to day operational requirements of the undergraduate teaching laboratories and assist with practical class setup and clean-up. The incumbent will work with a team of technical officers who are directly responsible for practical teaching support in the disciplines of Physiology and Pharmacology.

Duties

Duties and responsibilities include, but are not limited to:

- Assist the preparation, setup and clean-up of practical classes in the teaching laboratories. This will include, manual tasks such as moving and setting up multiples pieces of equipment, cleaning benches, preparing large aliquots of solutions, packing away instruments, and other similar tasks.
• Carry out routine maintenance of laboratory equipment and apparatus. Training is provided.
• Support the weekly start-up and lockup procedures, which will require some work outside normal business hours.
• Monitor stock levels of consumables and order new stock as required.
• Contribute to the preparation of risk assessments and safe operating procedures in the teaching laboratories.
• Monitoring conduct in the labs and reminding students and academic staff of safe operating procedures and work practices.
• Perform other house-keeping tasks to ensure the laboratories run optimally and are well presented.
• Any other duties as reasonably directed by the Manager, Teaching Laboratory Services.

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

The Faculty of Medicine is based primarily at the Herston and St Lucia campuses. This role is based at St Lucia campus in the School of Biomedical Sciences and some travel between campuses and other locations may be required.

Organisational Relationships

The position reports to the Manager, Teaching Laboratory Services.
SELECTION CRITERIA

- Completion of an associate diploma level qualification in a technical field; or an equivalent combination of relevant experience and/or education and training.
- Previous experience in a technical support role in a laboratory environment.
- Willingness to follow direction, learn new processes and actively apply oneself to mastering all aspects of the role.
- Able to perform manual tasks safely and reliably, and carry out duties which require physical dexterity and concentration.
- Able to perform duties conscientiously as an independent worker and cooperatively as a member of a team.
- Appropriate written and oral communication skills, with the ability to communicate effectively with staff and students.
- Demonstrated computer literacy skills including the ability to use word processing, spreadsheets, and browser based applications.

Desirable

- Relevant experience in a university or tertiary sector, or other large organisation, with particular emphasis on client service.
- Knowledge of UQ’s policies and procedures in OHS, the risk assessment database, incident reporting and purchasing.

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 (insert details of HR contact assisting with recruitment).