Position Title: Material Support Handler
Organisation Unit: UQ Biological Resources
Position Number: 3018271
Type of Employment: Full Time/ Fixed term
Classification: HEW Level 3

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 University of Queensland Biological Resources Unit (UQBR) manages the laboratory animal production and research facilities for the University of Queensland.

The role of UQBR is to provide UQ with world class Animal Research services within a best practice ethical framework.

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

Under the direction of the Senior Animal Technical Officer/Supervisor, the person would undertake cage wash, and waste management activities within UQBR Animal Facility. The position is also required to undertake material handling procedures in accordance with the standard operating procedures (SOP), adherence to regulations and policies and work with in a team environment.

Duties

Duties and responsibilities include, but are not limited to:

- Conform to the PPE requirements for the area and any specific task being carried out
- Knock out, wash and filling of animal cages, water bottles and other equipment
- Sterilization of cages, equipment and dry goods for use within the Research and Breeding wings
- Lifting, pushing, pulling and carrying heavy equipment and supplies
- General cleaning and equipment up-keep in the central wash area
- Participate in quality control programs related to equipment operation, material processing, productivity and biosecurity in the cage wash areas.
- Assist with updating equipment and supply inventory’s, to support the cage wash and materials handling.
- Liaise with stores personnel to oversee food, bedding and general supply receipt and distribution.
- Participate in weekend and Public Holiday rosters
• Adhere to waste disposal practices, ensuring that all goods are disposed of as required.
• Work as an effective team member, encouraging a team approach in line with the facility operations
• Adherence to all regulatory guidelines & university requirements associated with your duties and responsibilities. These include (but are not limited to); OGTR, DAFF Biosecurity, and OH&S
• Perform other related duties as assigned.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• 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
• Medical Clearance: Working with laboratory animals is an inherent requirement of the position. The appointment is therefore subject to, and conditional upon, satisfactory medical clearance(s), including disclosure of relevant medical history, to undertake such work without unreasonable risk to your health and safety. In addition, the Employee is required to fully comply with necessary ongoing health monitoring procedures and control measures associated with the position.

Organisational Relationships
The position reports to the Senior Animal Facility Manager, UQ Biological Resources (UQBR)
SELECTION CRITERIA

**Essential**
- Completion of a Certificate III level qualification; or completion of year 12 or a cert II, with relevant work experience; or an equivalent combination of relevant work-related experience and/or education/training
- Demonstrated experience with working effectively in a team environment
- High level of accuracy and attention to detail.
- Effective time management and organisation skills.
- Excellent interpersonal skills including the ability to communicate effectively with wide variety of people including Senior Management/Supervisors and other members of staff, internal and external maintenance staff or contractors by telephone, email and in person
- Ability to prioritise own workload, work independently and meet deadlines.

**Desirable**
- At least 12 months experience working within an laboratory animal facility central areas
- General operational knowledge of animal facility cage wash, waste disposal procedures.
- Demonstrated experience in the operation and maintenance of specialised equipment.
- Knowledge of OH&S, OGTR, DAFF Biosecurity regulatory requirements

**Vaccinations and Immunisation**

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

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 contact listed in job advertisement.