POSITION DESCRIPTION

Position Title: Scientific Officer (Microbiology Media Section)
Organisation Unit: School of Chemistry and Molecular Biosciences
Position Number: 1027616
Type of Employment: Full-time, continuing
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.

**Faculty of Science**

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.

**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**

The primary purpose of the position is to run the microbiology Media Section that supports the undergraduate and postgraduate coursework laboratory programs in the School. Emphasis is on practical classes for microbiology and molecular biology, including preparation and supply of microbiological media, sterile solutions and related materials for teaching. Other roles include supervision of Glassware Section, provision of advice to researchers regarding preparation and selection of appropriate media, and daily oversight of the safe disposal of clinical, genetically modified and quarantine waste from the School’s teaching and research laboratories.
**Duties**

Duties and responsibilities include, but are not limited to:

- Liaise with preparation laboratory staff, academic staff and the Manager Teaching Laboratory Services to determine requirements for practical classes.
- Prepare and supply specific microbiological media, solutions, and sterile materials for practical classes as well as maintaining routine stocks.
- Maintain the Media Section facilities and equipment in a clean and serviceable condition including arranging repairs, calibration, equipment maintenance schedules and service.
- Maintain the media formulary and comprehensive preparation notes for self and others to use.
- Provide advice to researchers regarding the preparation, selection and adaptation of media; sterilize large or bulk items for research laboratories.
- Oversee the functions of Glassware Section and supervise the Glassware Technical Assistant and casual staff.
- Day-to-day oversight of the autoclaving and safe disposal of clinical, genetically modified and quarantine waste from the teaching and research laboratories including training staff and students in local procedures.
- Provide backup preparation support to teaching laboratory Scientific Officers as required.
- Assist with preparations for the School’s outreach activities including Open Days, information sessions and workshops for schools and other external organizations.
- Other duties, consistent with the level of appointment in the job family concerned, as directed by the Teaching Laboratory Services Manager 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 Manager Teaching Laboratory Services and is responsible for supervision of the Technical Assistant, Glassware Section. The position works closely with Health, Safety and Wellness staff to ensure biosafety requirements are met.
SELECTION CRITERIA

Essential

- Honours degree in Microbiology with subsequent experience, or an equivalent combination of relevant experience and/or education/training.
- Knowledge of sterilization/autoclaving principles and experience in the general operation of autoclaves.
- Excellent knowledge of the major areas of laboratory safety such as safety data sheets (SDS), labelling, risk assessment and waste disposal.
- High level of scientific accuracy including excellent quality control skills.
- Excellent time management 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 work in a calm, efficient and well-organised manner under pressure and with minimal supervision, particularly during peak periods of semester.
- Strong focus on customer service.

Desirable

- Expertise in high throughput microbiological media preparation in a research, teaching or clinical environment, including the use of plate-pouring equipment, or the ability to acquire the relevant skills and knowledge rapidly.
- Experience in the use and day-to-day maintenance of a range of scientific equipment.
- Experience in OGTR and/or DAgWR compliance issues.
- Knowledge of the University’s operation and organization.
- Sound computer skills.
- Current Senior First Aid qualification or willingness to undertake first aid training.

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; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.