



## Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	
Position Title:	Technical Officer
Classification:	ANU Officer Grade 6 (Technical)
Position No:	
Responsible to:	Professor Colin Jackson
Number of positions that report to this role:	
Delegation(s) Assigned:	

### **PURPOSE STATEMENT:**

The ANU College of Science (CoS) comprises: the Research School of Astronomy and Astrophysics, the Research School of Biology, the Research School of Chemistry, the Research School of Earth Science, the Fenner School of Environment and Society, the Mathematical Sciences Institute, the Research School of Physics and Engineering, and the Centre for the Public Awareness of Science. Staff and students within the ANU College of Science conduct research and deliver a research-led education program that encompasses the entire breadth of the sciences, supported by extensive international networks and by world-class facilities. The College has a strong tradition of research excellence that has fostered distinguished Nobel Laureates and Kyoto Prize winners and that trains scientific leaders in disciplines in which the ANU is consistently ranked in the top twenty in the world.

The Research School of Chemistry is a leading centre of Chemistry research in Australia. Researchers have a tradition of excellence in addressing the world's most pressing Chemistry issues, including Chemistry.

### **KEY ACCOUNTABILITY AREAS:**

#### **Position Dimension & Relationships:**

The position will be responsible for carrying out computational and experimental research under the direction of Professor Colin Jackson. It will be funded through a research contract with Samsara Recycling.

#### **Role Statement:**

Under broad direction, the Technical Officer will:

- Provide technical advice to stakeholders on a range of functions, including experimental and computational design and implementation, risk assessments, and the general operation infrastructure in the Jackson Laboratory.
- Take responsibility for the general maintenance of including but not limited to waste disposal, washing, cleaning, setting up, and packing down lab equipment as required.
- Supervise the general maintenance of laboratory equipment ensuring it is well maintained, cleaned, secured, and stored correctly.
- Perform general administration duties including the preparation of reports, ensuring safe working practices and WHS requirements, and ensuring that compliance protocols for regulatory requirements are met.
- Management of inventories, including the preparation and/or ordering of supplies, and collating cost estimates on laboratory purchases.

- Monitor and maintain data systems, analysis of experimental results, assist in the preparation of data for research publication and where applicable, the development software.
- Maintain networks amongst other School and College Technical staff on lab/facility capabilities or facilities and/or with lab/facility managers and the building maintenance staff on building/equipment maintenance issues.
- Other duties as required, consistent with the classification of this position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

### SELECTION CRITERIA:

1. A Degree with subsequent relevant experience in Chemistry or Biochemistry or Biology, or extensive experience and specialist expertise with equivalent combinations of relevant experience and/or education/training.
2. Demonstrated experience in providing highly specialised technical services, and in the operation and maintenance of complex protein chemistry laboratory/facility equipment and computational programs for protein analysis, including the installation, diagnostics and repair of a broad range of equipment following established procedures.
3. A proven ability to contribute to leadership a teaching or research laboratory with demonstrated experience assisting honours and postgraduate students with laboratory equipment and instrumentation, and a strong understanding of WHS and regulatory requirements.
4. A demonstrated ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
5. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

Supervisor/Delegate Signature:		Date:	05/04/2022
Printed Name:	Professor Colin Jackson	Uni ID:	U4040768

### References:

[General Staff Classification Descriptors](#)

 <b>Australian National University</b>	<h1>Pre-Employment Work Environment Report</h1>
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## Position Details

<b>College/Div/Centre</b>	ANU College of Science	<b>Dept/School/Section</b>	RSC
<b>Position Title</b>	Technical Officer	<b>Classification</b>	ANUO 6 (Technical)
<b>Position No.</b>		<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.</li> </ul>					
<b>TASK</b>	regular	occasional	<b>TASK</b>	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
<b>Supervisor/Delegate Name:</b>		<i>Professor Colin Jackson</i>		<b>Date:</b>	<i>05/04/2022</i>