Position Description

College/Division: College of Science
Faculty/School/Centre: Research School of Biology
Department/Unit: Ecology and Evolution
Position Title: Technical Officer (Marsh)
Classification: ANU Officer 4/5 (Technical)
Position No: TBC
Responsible to: Group Leader, Marsh Group
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
The ANU College of Science (CoS) encompasses the disciplines of: Astronomy, Biology, Chemistry, Earth Sciences, Environment and Society, Mathematics, Physics, Science Communication and is also home to cross-disciplinary and specialist Institutes and Centres. 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 Technical Officer provides comprehensive support on a diverse range of research activities including field-based data and sample collection, eucalypt surveys, data management, sample processing, and assistance with routine laboratory work aimed at assessing the nutritional quality of koala habitat at 170 sites across NSW.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Technical Officer works as part of the Marsh Group, liaising with a wide range of stakeholders and providing technical assistance with the design and implementation of research directions. The Technical Officer is responsible for undertaking and providing support related to allocated research activities.

Role Statement:
Under the general direction of the Group Leader, Marsh Group, the Technical Officer will:

- Plan and undertake fieldwork to collect data on eucalypt trees, including leaf sample collection, at sites across NSW and assist with sample preparation and processing at the nutritional ecology lab.
- Conduct general maintenance of field and lab equipment ensuring it is well maintained, cleaned, secured, and stored correctly.
- Perform general administration duties associated with the nutritional ecology group, including the preparation of reports, ensuring safe working practices and WHS requirements and ensuring that compliance protocols for regulatory requirements are met.
- Assist in the coordination of field and laboratory inventories including assisting in the preparation and/or ordering of supplies, providing cost estimates on laboratory purchases and managing the timely delivery of orders.
- Support experimental design and implementation, organise relevant travel for fieldwork activities, undertake risk assessments, routine operations and procedures.
- Assist in the monitoring and maintenance of data systems, and contribute to the analysis of experimental results and the preparation of data sets for research publication.
• Provide support, mentoring, and training to more junior team members, students, visitors, external collaborators, professional, and academic staff in using equipment for data collection and analyses, and the preparation of training materials for field and laboratory work.
• Maintain networks amongst other School and College Technical staff on lab and field capabilities and/or with lab managers on 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. Qualification in a relevant discipline (e.g., environmental science, ecology, botany) with relevant fieldwork experience, or an equivalent combination of relevant fieldwork experience and education/training.
2. Experience following field and/or laboratory protocols to collect data for research or environmental survey/monitoring purposes.
3. Demonstrated ability to operate field and/or laboratory equipment, with a demonstrated ability to assist in the maintenance of equipment following established procedures.
4. A proven ability to provide technical support to field staff and/or laboratory users on the safe use of equipment and instrumentation, and a strong understanding of WHS and regulatory requirements.
5. A demonstrated ability to communicate effectively and concisely, both orally and in writing.
6. Demonstrated interpersonal and leadership skills with an ability to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
7. Proven information technology and organisational skills, including experience with MS Office suite, and a demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
8. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that at the higher levels within the ANU Officer 4/5 broadband occupants will have a deeper understanding, and a more independent application, of the technical methods and procedures used, and a consequent increase in the complexity of the functions performed.

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 Name: | Karen Marsh | Date:  | 12/07/2023 |

References:
Professional Staff Classification Descriptors
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](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.

### Potential Hazards

- 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.

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<th>TASK</th>
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<th>occasional</th>
<th>TASK</th>
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<tbody>
<tr>
<td>key boarding</td>
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<td>laboratory work</td>
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<td>lifting, manual handling</td>
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<td>work at heights</td>
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<td>repetitive manual tasks</td>
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<td>work in confined spaces</td>
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### NON-IONIZING RADIATION

- solar ☒ ☐
- ultraviolet ☐ ☐
- infra red ☐ ☐
- laser ☐ ☐
- radio frequency ☐ ☐

### CHEMICALS

- hazardous substances ☐ ☒
- allergens ☐ ☐
- cytotoxics ☐ ☐
- mutagens/teratogens/ carcinogens ☐ ☐
- pesticides / herbicides ☐ ☐

### IONIZING RADIATION

- gamma, x-rays ☐ ☐
- beta particles ☐ ☐
- nuclear particles ☐ ☐

### BIOLOGICAL MATERIALS

- microbiological materials ☐ ☐
- potential biological allergens ☐ ☐
- laboratory animals or insects ☐ ☐
- clinical specimens, including blood ☐ ☐
- genetically-manipulated specimens ☐ ☐
- immunisations ☐ ☐

### OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name: Karen Marsh  
Date: 12/07/2023