



Position Description

College/Division:	College of Science
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	Jackson Lab
Position Title:	Technical Officer
Classification:	ANU Officer Grade 4/5 (Technical)
Position No:	
Responsible to:	Professor Colin Jackson
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	N/A

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 Research School of Chemistry is a leading centre of synthetic biology research in Australia. Researchers have a tradition of excellence in addressing the world's most pressing synthetic biology issues, including protein design and purification.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will work as part of the Jackson research team, liaising with a range of stakeholders and providing assistance with the implementation of research directions. The Research Assistant is responsible for providing general support related to allocated research activities.

Role Statement:

Under the general direction of Professor Colin Jackson, the Technical Officer will:

- Perform general maintenance of Jackson group lab, including but not limited to waste disposal, washing, cleaning, setting up and packing down lab equipment as required.
- Conduct general maintenance of protein purification equipment ensuring it is well maintained, cleaned, secured, and stored correctly.
- Perform general administration duties associated with Jackson Lab, 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 Jackson Lab 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, 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, teaching and training to students, visitors, external collaborators, professional, and academic staff in using instruments related to the expression and purification of proteins and the preparation of training materials for related materials.

- 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. Completion of Trade Certificate II or III, with relevant work experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated ability to operate and perform general maintenance of laboratory/workshop equipment, with a demonstrated ability to assist in the diagnosis and repair of equipment following established procedures.
3. A proven ability to provide technical support to laboratory users on the safe use of laboratory equipment and instrumentation, including general laboratory/workshop equipment, 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. Proven information technology and organisational skills with a 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.

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:	Professor Colin Jackson	Date:	27/09/2024
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References:

[Professional Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	Research School of Chemistry
Position Title	Technical Officer	Classification	ANU Officer 4/5 (Technical)
Position No.		Reference No.	

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

Potential Hazards

<ul style="list-style-type: none"> • 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. 			
TASK	regular	occasional	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER POTENTIAL HAZARDS (please specify):			
Supervisor/Delegate Name:	<i>Professor Colin Jackson</i>	Date:	27/09/2024