Australian National University

Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	The John Curtin School of Medical Research
Department/Unit:	Canberra Clinical Phenomics Service
Position Title:	Technical Officer
Classification:	ANU Officer 4/5 (Technical)
Position No:	41548
Responsible to:	Dr Ainsley Davies
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Ni

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the School of Medicine and Psychology, the John Curtin School of Medical Research and National Centre for Epidemiology and Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The Technical Officer will sit within a translational research team, the Canberra Clinical Phenomics Service, within the Australian Phenomics Facility. This service is developing new diagnostic immunophenotyping tests to support both academic and clinical research. Under the supervision of the Senior Technical Officer, the Technical Officer will assist in assay development, analysis of human blood samples, and preparation for NATA accreditation.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer will work alongside a second Technical Officer under supervision from a Senior Technical Officer, who reports to the Manager and Director of the service. The Technical Officer will work in collaboration with staff and students within the school and across the University, as well as liaising with external stakeholders.

Role Statement:

Under supervision from the Senior Technical Officer, the Technical Officer will:

- Perform high parameter spectral flow cytometry and multiplex protein assays.
- Take responsibility for the ethical, responsible, and confidential use of human samples.
- Work as part of a team to ensure successful completion of research milestones.
- Maintain laboratory equipment and stocks of reagents.
- Comply with all standards relevant to human diagnostic testing and handling human blood samples.
- Comply with all ANU policies and procedures, and in particular those relating to health and safety, and equal opportunity.
- Other duties consistent with the classification of the position.

Important Note:

Vaccinations may be required to meet the expectations of the role.

Tasks to be undertaken are physical and repetitive.

SELECTION CRITERIA:

1. A Degree in an appropriate area of medical science with relevant experience in a research or diagnostic laboratory, or an equivalent combination of relevant experience and education/training.
2. Experience in a NATA accredited laboratory is desirable but not essential.
3. Demonstrated experience with immunoassays and flow cytometry.
4. Demonstrated capabilities for multi-tasking, attention to detail and record keeping skills and the capability to maintain laboratory resources.
5. Demonstrated experience with the Microsoft Office suite and good data management practices
6. Good communication and interpersonal skills including the ability to consult, negotiate and liaise effectively with a diverse range of people and the ability to work cooperatively in a team environment.
7. Valid Australian driver licence.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

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:	[redacted]	**Date:**	16/07/2024
Printed Name:	**Euan McNaughton**	**Uni ID:**	**U4258897**

References:
General Staff Classification Descriptors
Academic Minimum Standards

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	**CHM**	**Dept/School/Section**	**JCSMR**
Position Title	**Technical Officer**	**Classification**	**Technical**
Position No.	**41458**	**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

- 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	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☒	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☒	☐	work in confined spaces	☐	☐
Organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☒			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☒	microbiological materials	☐	☒
allergens	☒	☐	potential biological allergens	☐	☒
cytotoxics	☐	☒	laboratory animals or insects	☐	☒
mutagens/teratogens/ carcinogens	☐	☒	clinical specimens, including blood	☒	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☒
			immunisations	☐	☒

OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name:	*Euan McNaughton*	**Date:**	*12/07/2024*