POSITION DESCRIPTION

Laboratory Support Officer

Position Level | 5
Faculty/Division | Science
Position Number | 00187707
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Position Summary
The Laboratory Support Officer plays a key role within the UNSW RNA Institute in providing practical and efficient technical and laboratory operational support to maintain a high standard of work that aligns with current standards and policies.

This role will provide operational support for UNSW RNA Institute Accelerator and research support laboratories which includes coordination of equipment, inventory and general laboratory maintenance while building key internal and external relationships to ensure consistent and efficient operation of Institute facilities.

The Laboratory Support Officer reports to the Quality Manager and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide laboratory support services to RNA Institute staff by assisting and/or leading coordination of equipment and instrument auditing, installation, maintenance, servicing, and repairs.
- Monitor inventory and coordinate timely procurement and delivery of common reagents, consumables, equipment, instruments, and labware.
- Organise and conduct routine upkeep of the laboratory, ensuring proper disposal of waste such as chemicals and biological materials, and maintaining cleanliness of laboratory areas, glassware, and equipment as needed.
- Maintain laboratory records and databases within the quality management system (QMS), including purchasing, equipment, chemical and biological registers to ensure compliance to regulatory standards.
• Liaise with Estate Management and contractors to report and close out facility-related issues.

• Assist in the development of project plans and schedules and participate in planning processes as required.

• Display a strong sense of self-initiative and employ independent judgment in organising and prioritising daily tasks, while guidance is available from the manager and senior staff.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification in a science related discipline and/or equivalent competence gained through any combination of education, training and experience.

• Demonstrated experience in basic laboratory activities and the diverse aspects of supporting the operations of a regulated laboratory, including an understanding of safety procedures.

• Experience in ISO 9001, or related QMS environment, and/or PC2 is desirable.

• Strong organisational skills, with proven ability to establish work priorities, work with minimal supervision and use initiative to meet deadlines.

• Excellent written and verbal communication skills, with a high level of attention to detail.

• Ability to liaise effectively with a range of stakeholders.

• Sound computer literacy skills including familiarity with Microsoft SharePoint and Office 365.

• Excellent interpersonal and communication skills with a demonstrated ability to work collaboratively and productively within a team.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.