Position Description

Technical Assistant

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

- **Delivers high performance and demonstrates service excellence.**
- **Thinks creatively and develops new ways of working. Initiates and embraces change.**
- **Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.**
- **Values individual differences and contributions of all people and promotes inclusion.**
- **Treats others with dignity and empathy. Communicates with integrity and openness.**
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

Together, the Lowy Cancer Research Centre and Wallace Wurth Building accommodate 400 laboratory-based researchers and research students spread across 7 laboratory areas. Research and technical support services are shared between buildings and off-campus UNSW-managed facilities to provide logistics support, effective laboratory infrastructure, equipment maintenance and media preparation services.

The Technical Assistant provides routine support to UNSW Medicine researchers in regard to facilities, resources and general laboratory housekeeping such as waste management, wash up, media preparation and autoclaving services, either on-campus or off campus at UNSW-managed facilities.

The role of Technical Assistant reports to the Technical Team Leader and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Ensure all equipment, instruments and glassware washing, autoclaving, disinfecting and cleaning is conducted to a high standard and in accordance with directions
- Dispose of hazardous and non-hazardous waste, including biomedical waste, in accordance with the Faculty Research Support processes and procedures and relevant legislation, and conduct testing of shower and eye wash stations, as required
- Carry out general laboratory housekeeping and back support services to research floors and laboratories, as required
- Prepare media and solutions for the Biomedical Precinct and off-campus facilities, as required
- Coordinate the delivery of orders as required, ensuring appropriate storage conditions are adhered to
- Escalate complex or unusual issues to the Technical Team Leader for resolution in a timely manner, with urgent issues at off-campus facilities being raised with the Laboratory Manager, where appropriate
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

SELECTION CRITERIA

- Completion of Year 12 and relevant experience, or completion of a Certificate or Associate Diploma in a relevant discipline, or an equivalent level of knowledge gained through any other combination of education, training and/or experience
- Sound knowledge of and experience in basic laboratory requirements, including PC2 laboratories
- Well-developed interpersonal and communication skills, with proven ability to provide high level customer service to a wide range of stakeholders of various backgrounds and levels of seniority
• Sound organisational skills, with proven ability to exercise judgment over task sequencing and solve simple problems associated with workflows
• Effective written and electronic record keeping skills, with attention to detail, including proficiency with relevant computer software including word processing, spreadsheets, email and database applications
• Demonstrated ability to work effectively in a team environment as well as independently, including under direction when performing more complex tasks
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.