POSITION DESCRIPTION

Technical Officer

Faculty/Division | DVC-Research and Enterprise
Classification Level | Professional 6
Hours & Span (Category) | E - Technical Officer, Senior Technical Officer
Position number | ADMIN ONLY
Shiftwork status | NOT SHIFTWORKER
Allowances | N/A
On call arrangements | N/A
Original document creation | 18 April 2024

Position Summary

The Integrated Acute Services Building (IASB), located in the Prince of Wales hospital at Randwick, forms part of the Randwick Health and Innovation Precinct (RHIP), supporting health research and education. The IASB wet labs are managed as a centralised research support facility through the UNSW Mark Wainwright Analytical Centre.

A Technical Officer will provide technical and administrative support for the effective operation of new multi-user PC2/PC3 wet lab facilities, in the Integrated Acute Services Building (IASB). This position will contribute to the overall operations of the IASB laboratories, including general laboratory housekeeping, waste management, user inductions and training and stakeholder engagement.

The role reports to the Senior Operations Manager, IASB and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Assist with the efficient running of research laboratories, through the provision of high-quality technical support.
- Proactively contribute to the overall operation of the facilities as a member of the precinct team, including but not limited to ordering, managing stocks, handling biological samples, waste management, dangerous goods management, autoclaving and WHS related duties.
• Assist with the preparation and maintenance of laboratory documentation, including safety records and instrument/equipment/plant records, to meet local and government certification requirements.

• Contribute to the development of laboratory related policies and procedures.

• Assist with laboratory inductions and the training and supervision of lab users including research staff and students.

• Liaise with stakeholders and laboratory users, and actively participate in meetings and discussions as required.

• Coordinate, plan and complete day-to-day activities within the framework of agreed timelines and responsibilities.

• Identify any evolving problems related to laboratory operations, and work with the Laboratory Manager and/or Operations Manager, as appropriate, to rectify and minimise risk for UNSW.

• Respond to critical user equipment alarms and other issues as required.

• Contribute to other Precinct and Analytical Centre activities as required.

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

• 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 & safety of yourself or others.

**Skills and Experience**

• Relevant tertiary qualification in biological/biomedical science or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience.

• Demonstrated experience and an understanding of the requirements around laboratory operations such as AS 2243.1 and OGTR certification.

• Experience working with a range of computer systems and applications, such as Laboratory Information Management Systems and Safety Management Systems.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Excellent written and verbal communication skills, with a high level of attention to detail and the ability to liaise effectively with a range of stakeholders.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• 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.