POSITION DESCRIPTION

Technical Officer

Position Level | 6
Faculty/Division | Division of Research & Enterprise
Position Number | ADMIN ONLY
Original document creation | May 2022

Position Summary

The Chemical and Consulting Laboratory (CCL) is a central research unit within the Mark Wainwright Analytical Centre at UNSW Sydney. It predominantly provides consulting services to external parties of UNSW.

The CCL Technical Officer is responsible for providing the professional and technical support necessary to ensure the continuity and operation of the Chemical and Consulting Laboratories (CCL) in the Analytical Centre. This will include: planning of routine operations and equipment maintenance; setting priorities and standards of service to meet the requirements of the diverse client/user base of the CCL, and; ensuring efficient delivery of analytical services and reports on time and within budget. This role will assist in building strong relationships with industry clients and facilitate their access to analytical services across the Analytical Centre.

The role of the CCL Technical Officer reports to the Executive Director of the Mark Wainwright Analytical Centre and will have a dotted reporting line to the CCL Senior Technical Officer; it has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Organise and undertake chemical and instrumental analysis of a diverse range of samples in an efficient and timely manner. This includes liaising with MWAC staff and industry partners to ensure timely completion of instrumental analysis that is also within budget.

- Carrying out method research, evaluation, and method development, modification, validation, and optimisation where required. Any new methodologies would be determined with input from MWAC academic staff.
• Preparing presentations and reports of analytical outcomes to internal, external, and industry clients, with direction from the Executive Director of the Analytical Centre, or MWAC academic staff where required.

• Provide specialist technical advice to industry clients, such as the services which CCL (and the wider Analytical Centre) can offer and respond efficiently and courteously to requests.

• Managing, using and maintaining common laboratory equipment. This may include conducting or coordinating the installation of equipment and infrastructure, along with routine maintenance or troubleshooting of repairs.

• Managing laboratory supplies and consumables to ensure sufficient reagents and solvents are on hand for analytical work, and ensuring safe disposal.

• Build and develop effective relationships with new industry clients.

• Identify projects that require more advanced techniques and facilitate industry access to specialist instruments and staff across the Analytical Centre.

• Develop and improve systems and procedures to ensure efficient analysis and reporting.

• 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 and safety of yourself or others.

Skills and Experience

• An undergraduate degree in Analytical Chemistry or Industrial Chemistry and a minimum of 5 years’ experience working in chemistry/chemical analysis in an industrial laboratory or an equivalent level of knowledge gained through any other combination of education, training and/or experience. Some experience in a customer facing role would be highly regarded.

• Excellent interpersonal and communication skills (both written and verbal), including the ability to liaise with a diverse group of people from varying backgrounds, interpretation and presentation of analytical results, and report writing.

• Proven knowledge and experience in wet chemical techniques and instrumental analyses.

• Ability to interpret infrared spectra and a good understanding of other commonly used laboratory instrumentation techniques, such as GLC, HPLC, NMR, ICP/OES, XRF and XRD.

• Effective record keeping skills (both paper and electronic), including the ability to work accurately, with strong attention to detail.

• High level organisational and time management skills with demonstrated ability to deal with multiple tasks and projects, establish priorities, and meet deadlines.

• Demonstrated experience operating, maintaining and managing scientific instrumentation, and experience with IT based laboratory management systems.

• Demonstrated ability to work independently with minimum supervision, and as part of a team, to follow protocols, apply technical knowledge, and demonstrate initiative in the development of new methodologies, analytical procedures, and problem solving.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position
• Verification of qualifications