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National
University

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	RSB/RSC Joint Mass Spectrometry Facility (JMSF)
Position Title:	Mass Spectrometry Technical Officer
Classification:	ANU Officer Grade 4/5 (Technical)
Position No:	TBC
Responsible to:	Manager, JMSF
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The Joint Mass Spectrometry Facility (JMSF) is a co-funded by Research School of Chemistry (RSC) and Research School of Biology (RSB) to consolidate research support service in areas include Metabolomics, Proteomics and Synthetic (single) molecule characterisation.

The JMSF team maintains mass spectrometry facilities and provide training and services to a wide variety of clients within and external to the Australian National University. The Mass Spectrometry Technical Officer will assist the team in maintenance and operation of the Facility, and provide research support to Facility users.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Mass Spectrometry Technical Officer be based in the JMSF located within the Research School of Chemistry Building. The Technical Officer reports to the JMSF Manager. The Technical Officer works collaboratively with academic and professional staff and students within both Schools and across the university. The Technical Officer will also liaise with external stakeholders and Facility users.

Role Statement:

Under the direct supervision of the JMSF Manager, the Mass Spectrometry Technical Officer's duties include, but not limited to:

- Assist experiments including preparation of samples for analysis using both manual and automated approaches as required for the development of analytical methods and the provision of services.
- Perform mass spectrometry data analysis and accurate reporting of results to clients.
- Assist in the design and fabrication of custom mass spectrometry-related equipment.
- Operate and assist JMSF users in operating mass spectrometer instruments for the analysis of proteins, proteomes, metabolomes and synthetic chemicals.
- Perform routine maintenance procedures and servicing on mass spectrometers, gas- and liquid-chromatographs such as cleaning ion sources and repairing or replacing consumable parts.
- Assist with the provision of technical advice and training for students and other technical staff in the group.
- Perform routine laboratory tasks such as maintaining stocks of gases, solvents and consumables and disposing of contaminated waste and chemical waste.
- Maintain and monitor records of actions performed on mass spectrometry instruments and logs of instrument performance, taking appropriate interventional actions accordingly where appropriate.
- Engage in appropriate training programs internal and external, to gain knowledge and mechanical skills and to advance understanding and technical skills.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

- Perform other duties as consistent with the classification of the position and in line with the principles of multi-skilling.

Important Note

- This position involves frequent handling of potentially hazardous chemicals and occasional exposure to high voltages as well as extremely hot and cold surfaces and materials.

SELECTION CRITERIA:

1. Associate Diploma or equivalent combination of relevant experience and education/training. Bachelor of Science or completion of a relevant professional qualification or an equivalent combination of relevant experience and education/training.
2. Knowledge and experience in the following areas;
 - liquid chromatography / mass spectrometry for the analysis of peptides and/or proteins.
 - biochemical laboratory techniques such as accurate pipetting, centrifugation, preparation of standard solutions.
 - proteomics techniques.
3. Well-developed organisational skills with the proven ability to set priorities and meet deadlines for a service providing facility.
4. Demonstrated IT skills and ability for accurate record keeping and data management. Some demonstrated experience in computer programming would be beneficial.
5. Excellent oral and written communication skills with the ability to work effectively both independently and with a diverse range of both internal and external staff, researchers and stakeholders.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that at the higher levels within the ANU Officer 4/5 broadband occupants will have a deeper understanding, and a more independent application, of the technical methods and procedures used, and a consequent increase in the complexity of the functions performed.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSC / JMSF
Position Title	Trainee Mass Spectrometry Technical Officer	Classification	ANU Officer 4/5
Position No.	TBC	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- '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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>
allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Adam Carroll	Date:	13 Feb 2018
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