



Australian  
National  
University

## Position Description

|  |  |
|--|--|
| <b>College/Division:</b>                             | ANU College of Health and Medicine         |
| <b>Faculty/School/Centre:</b>                        | The John Curtin School of Medical Research |
| <b>Department/Unit:</b>                              | Immunology and Infectious Diseases         |
| <b>Position Title:</b>                               | Genomics Technician                        |
| <b>Classification:</b>                               | ANU Officer Grade 4/5 (Technical)          |
| <b>Position No:</b>                                  |  |
| <b>Responsible to:</b>                               | Group Leader                               |
| <b>Number of positions that report to this role:</b> | 0  |
| <b>Delegation(s) Assigned:</b>                       | 0  |

### PURPOSE STATEMENT:

The Australian Phenomics Facility (APF) genomics resource provides accurate, high-throughput genotyping of mice for academic research. The Genomics Technician is responsible for ensuring the team meets the genotyping requirements of their client base. The service supports ANU and other Australian researchers to produce high quality, internationally recognised research.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Genomics Technician works under the direction of and reports to the Group Leader. The Genomics Technician also works closely with fellow technicians to ensure all genotyping requests are completed with accuracy and within deadlines. The Genomics Technician is required to work and liaise effectively with animal services staff who collect the tissues and with clients from many research areas.

### Role Statement:

Under the general direction of the Group Leader the Genotyping Technician will:

1. Assist with the high throughput genetic typing of mice including: performing PCR analysis, gel electrophoresis and fluorometric analysis of samples.
2. Interpretation and accurate entry of results in the mouse database.
3. Teach staff, students and visitors methods including: preparation of DNA and various PCR techniques.
4. Trouble shooting of PCR experiments.
5. Prepare DNA samples for analysis by a variety of methods from a variety of mouse tissues.
6. Prepare documentation for compliance, and assist in the ordering of material and equipment for the genomics laboratory.
7. Prepare chemical solutions and primers used within the laboratory.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
9. Other duties as consistent with the classification of the position.

**SELECTION CRITERIA:**

1. Associate Diploma OR Degree OR equivalent combination of relevant experience and education/training.
2. Experience with molecular laboratory procedures including DNA preparation from tissue samples, PCR amplification and gel electrophoresis.
3. Experience in the preparation of chemical solutions.
4. Experience with interpretation and troubleshooting of different PCR protocols.
5. Demonstrated organisational skills to enable the accurate processing of large numbers of samples and the documentation of results.
6. The ability to work effectively and harmoniously as part of a team and to communicate openly and effectively with all associated people.
7. Ability to set priorities and meet deadlines for a service providing facility.
8. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies 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.*

|                                       |               |                |          |
|---------------------------------------|---------------|----------------|----------|
| <b>Supervisor/Delegate Signature:</b> |               | <b>Date:</b>   | 24/01/18 |
| Printed Name:                         | Anselm Enders | <b>Uni ID:</b> | u4265664 |

**References:**

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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# Pre-Employment Work Environment Report

## Position Details

|                           |                     |                            |   |
|---------------------------|---------------------|----------------------------|---|
| <b>College/Div/Centre</b> | CHM                 | <b>Dept/School/Section</b> | JCSMR/Immunology and Infectious Diseases/Enders |
| <b>Position Title</b>     | Genomics Technician | <b>Classification</b>      | ANU 04/5 (Technical)                            |
| <b>Position No.</b>       |                     | <b>Reference No.</b>       |   |

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](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](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](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 type="checkbox"/>            | <input type="checkbox"/>            | work at heights                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| repetitive manual tasks                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | work in confined spaces             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| catering / food preparation                      | <input type="checkbox"/>            | <input type="checkbox"/>            | noise / vibration                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| fieldwork & travel                               | <input type="checkbox"/>            | <input type="checkbox"/>            | electricity                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| driving a vehicle                                | <input type="checkbox"/>            | <input type="checkbox"/>            |                                     |                                     |                                     |
| <b>NON-IONIZING RADIATION</b>                    |                                     |                                     | <b>IONIZING RADIATION</b>           |                                     |                                     |
| solar  | <input type="checkbox"/>            | <input type="checkbox"/>            | gamma, x-rays                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| ultraviolet                                      | <input type="checkbox"/>            | <input 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 type="checkbox"/>            |                                     |                                     |                                     |
| radio frequency                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>BIOLOGICAL MATERIALS</b>         |                                     |                                     |
| <b>CHEMICALS</b>                                 |                                     |                                     | microbiological materials           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| hazardous substances                             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | potential biological allergens      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| allergens  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | laboratory animals or insects       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| cytotoxics                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | clinical specimens, including blood | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| mutagens/teratogens/ carcinogens                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | genetically-manipulated specimens   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| pesticides / herbicides                          | <input type="checkbox"/>            | <input type="checkbox"/>            | immunisations                       | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>OTHER POTENTIAL HAZARDS (please specify):</b> |                                     |                                     |                                     |                                     |                                     |

|                                |  |                    |               |              |          |
|--------------------------------|--|--------------------|---------------|--------------|----------|
| <b>Supervisor's Signature:</b> |  | <b>Print Name:</b> | Anselm Enders | <b>Date:</b> | 24/01/18 |
|--------------------------------|--|--------------------|---------------|--------------|----------|