



Position Title:	Senior Scientific Officer
Position Classification:	Level 7
Position Number:	316070
Faculty/Office:	Service Delivery Centre – Health & Medical Sciences
School/Division:	Technical Team
Centre/Section:	Biomedical Sciences Team (QEII)
Supervisor Title:	Technical Manager
Supervisor Position Number:	316069

About the work area

The Technical team is responsible for the safe delivery of technical services and support for teaching and research to the academic staff of the faculties. The team provides a wide array of specific technical support, and is responsible for the development and implementation of safe systems of work in laboratory spaces.

Organisation chart

Reports to: Technical Manager,
Direct Reports: Senior Technicians x8; Technician/Lab Assistant x3

Role statement

As the appointee you will, under limited direction, provide senior scientific and technical strategic planning and direction to the area, respond to complex and diverse enquiries using expertise and judgement to independently analyse and solve problems, and have overall responsibility for the effective management of the laboratory, with responsibility for the preparation and function of practical classes and setting up complex experiments and equipment

Key responsibilities

Oversee the establishment and maintenance of systems to ensure efficient and safe operation of laboratory spaces

Train and supervise staff to ensure the efficient and safe running of the area including casual teaching staff.

Plan, implement and manage a range of functions that may include laboratory, personnel, financial, laboratory-based teaching, research staff and student requirements, and safety activities

Coordinate routine maintenance and service of equipment, arrange for the purchase of consumables and procurement of equipment

Recommend, document and implement new policy and procedures

Apply an extensive and in-depth knowledge to provide authoritative advice and liaise and consult with other areas

Undertake development and planning involving resource use or resource allocation

Monitor work flows and systems to ensure relevant standards and requirements are met

Prepare materials, demonstrate techniques and supervise others in the operation of specialised equipment

Prepare and carry out classes and demonstrations

Liaise with staff to update and refine methodology and equipment

Maintain accurate records of experiments in terms of procedures, organisation, techniques and methods

Other duties as directed

Specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Ability to supervise staff

Substantial and extensive senior scientific and/or technical experience at an appropriate level

Ability to work independently, show initiative and work productively as part of a team

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Excellent written and verbal communication skills and high level consultation skills

Excellent planning and organisational skills

Demonstrated ability to contribute to long term planning and strategic direction

Knowledge of relevant policies and procedures for the supervision of personnel, financial and student activities especially within undergraduate and postgraduate teaching laboratories

Knowledge of occupational health and safety policies and general safety issues, and of internal and external regulations relating to receiving, handling, storage and disposal of biological and other hazardous substances

Special Requirements

There are no special requirements.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>