

## Position Description

### School Technical Coordinator

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<b>Position No:</b>	50142425
<b>School:</b>	Molecular Sciences
<b>Organisation Unit:</b>	College of Science, Health & Engineering
<b>Campus/Location:</b>	Melbourne (Bundoora)
<b>Classification:</b>	Higher Education Officer (HEO6)
<b>Employment Type:</b>	Full-Time, Fixed Term
<b>Position Supervisor : Number:</b>	Laboratory Services Manager 50031325
<b>Reports positions: level:</b>	NA
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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#### For enquiries only contact:

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## Position Description

### Senior Technical Officer

#### Position Context

The College of Science, Health and Engineering (SHE) is comprised of 9 Schools and sixteen Departments with 1,000 staff and 16,000 students, including 900 PhD students across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. The College has an outstanding reputation for research excellence, for research translation and for building strong relationships with industry partners.

The School of Molecular Sciences is training the next generation of Australian scientists to deepen our understanding of molecular structures and processes fundamental to life on earth – vital research as the global population expands and ages. The School offers one of Australia's largest teaching programs in biotechnology, nanotechnology and molecular sciences. About 800 undergraduate and 180 PhD students are enrolled in courses that offer integrated workplace learning and a focus on employability. Incorporating three departments across the Melbourne and Bendigo campuses, the School of Molecular Sciences has over two hundred academics, research fellows and postgraduate students based in the School.

This position is required to work as part of the School technical team with particular emphasis on supporting the research activities within the School. The position will have responsibility for the provision of advice and coordination of a range of technical services to ensure the effective maintenance of the capability and operation of the research laboratories. The appointee will have extensive experience working in laboratories and operating or maintaining scientific instrumentation and laboratory infrastructure.

#### Duties may include:

- Be part of a small technical team to deliver specific goals in providing technical support to research.
- Maintain the School's research facilities as a clean, safe work environment in accordance with appropriate legislation and University guidelines.
- Coordinate the use and supervise the operation of specialized equipment and facilities by students and staff, including providing appropriate training. This may include ensuring the timely preparation, and subsequent clean up, of materials and equipment.
- Test, calibrate and maintain and operate equipment required for the School's laboratories. Arrange for servicing and repair of equipment if required.
- Take an active role in developing and implementing OH&S policies and procedures.
- Actively develop and promote the School's compliance with OH&S, OGTR, Biosecurity, EPA and other legislative, regulatory and University requirements.
- Contribute to the development of policies and procedures and the dissemination of best practice across all staff and students within the school.
- In consultation with academic staff, provide advice and assistance in the selection and ordering of laboratory consumables and/or analytical equipment.
- Maintain information and databases related to the operation of the School's teaching and research laboratories.
- Undertake other tasks as directed relevant to supporting the technical operations of the School.

## Key Selection Criteria

### ESSENTIAL

- A science degree with subsequent relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated experience in the operation and/or maintenance of scientific equipment and facilities.
- Ability to train staff and students in the use of laboratory equipment
- Demonstrated high level planning and organisational skills, and the ability to use initiative.
- Demonstrated analytical and technical problem solving capability.
- Sound understanding of Health & Safety regulations and procedures
- Excellent written and oral communication skills to enable effective communication and consultation with a wide range and level of customers and stakeholders.
- Ability to interpret and apply relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of the position
- An excellent understanding and demonstrated experience in customer service including high level interpersonal skills and the ability to respond to people positively, confidently and with respect.
- Proficiency in computer software packages such as Word, Excel and Outlook.

### DESIRABLE

- Experience working in laboratories in an educational environment.
- A Level 2 First Aid qualification
- Working knowledge of relevant legislation applicable to scientific laboratories

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

### La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.