



POSITION DESCRIPTION

Faculty of Science

Laboratory Officer (Teaching and Research)

POSITION NO	0062878
CLASSIFICATION	UOM 5
SALARY	\$83,159 - \$95,514 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
	FLEXIBLE EMPLOYMENT
	The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ravneet Jhajj Tel +61 3 5833 9241 Email ravneet.jhajj@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

The Laboratory Officer will be responsible for supporting teaching and research laboratories, and glasshouses within the Faculty of Sciences at the University of Melbourne, Dookie campus.

Major responsibilities include the provision of expert, timely and high-quality technical support as appropriate to the needs of the academic staff and students, oversight of laboratory resources, glasshouses, and field equipment (including purchase of supplies, and maintenance and upgrade of equipment), provision of expert advice on chemical safety and good laboratory practice, and maintenance of files and archival materials.

Reporting to and working under the direction of the relevant manager, this position will work collaboratively with other Laboratory Officers, and will also contribute to project work to develop and improve new and existing laboratory processes and procedures. This role does not carry out research activities. The role is also required to contribute to continual development of systems for improved service delivery.

Laboratory Officers (LO) are based at the Faculty's Parkville, Werribee and Dookie campuses. The primary location of the position will be at Dookie campus, however the position may be expected to work from and attend other sites and campuses from time to time, if required.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Provide proficient technical expertise and advice to academic staff and postgraduate students on appropriate procedures, and the use of equipment and reagents, for laboratory, glasshouses, and field-based teaching and research activities.
- ▶ Provide technical support for teaching activities by coordinating and maintaining the planning, preparation, setup, and pack down for practical classes in laboratories. Contribution to the development of practical classes may be also required.
- ▶ Maintain laboratory and glasshouse facilities, equipment, and materials in optimal operational condition, consistent with all relevant compliance frameworks and accreditation requirements.

- ▶ Maintain accurate records and inventories of laboratory activities and assets including induction records, equipment maintenance records and inventories for equipment and chemicals.
- ▶ Ensure laboratories have an adequate supply of reagents, consumables, and minor equipment, as well as cultures and specimens in teaching laboratories by monitoring usage and ordering appropriate replacement stock in a timely manner.
- ▶ Provide local area inductions to undergraduate and postgraduate students, other users, and visitors.
- ▶ Work with minimal direction and to a high technical standard by adhering to good laboratory practice, policies, and procedures, and recognising, troubleshooting, and communicating technical problems.

1.2 COLLABORATION AND LEADERSHIP

- ▶ Establish and maintain strong relationships with academic and research staff and students within the Faculty, Campus services team including health and Safety, and external suppliers to ensure efficient delivery of teaching and research.
- ▶ Work effectively as part of the team with the managers to deliver exceptional service to support teaching and research outcomes within the school.
- ▶ Provide guidance and training to all laboratory users, including reporting and preventing any non-standard activity in a laboratory.
- ▶ Actively participate in meetings and their outcomes.

1.3 INNOVATION AND IMPROVEMENT

- ▶ Proactively identify opportunities for service improvement to enhance research and teaching outcomes.
- ▶ Assist with the development and implementation of new processes to improve the efficiency of service and performance of teaching and research facilities.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Act as the First Aid Officer and Warden for the building in which the position is primarily based.
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others.
- ▶ Ensure that the teaching and research laboratories comply with all relevant Health and Safety regulations including the appropriate storage and disposal of chemicals and waste products, and by assisting in preparation of SOPs and risk assessments.
- ▶ Assist in the monitoring and implementation of any new regulations with which the laboratories must comply and communicate relevant information to other personal in the section.
- ▶ Reliably follow communication protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity.

- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers, and clients through collaboration.

2. Selection Criteria

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

2.1 ESSENTIAL

- ▶ A relevant degree or an equivalent combination of experience in laboratory operations and/or education/training.
- ▶ Demonstrated knowledge and experience in scientific procedures and safe operation and troubleshooting of wide range of analytical equipment in a teaching and research facility particularly with regards to the application of chemistry and/or biology in the disciplines of plant, animal, microbiological, food or soil science.
- ▶ Demonstrated knowledge of, and experience in health and safety especially with respect to chemical hazard management in laboratories, glasshouses and in the field as well as an understanding of good laboratory and field practices, and experience in creating safety documentation such as standard operating procedures and risk assessments.
- ▶ Well-developed interpersonal and communication skills with proven ability to identify and develop systems for service improvement, experience in delivering high-quality customer service and a capacity to relate to people from diverse backgrounds.
- ▶ Excellent written communication skills with proven ability to maintain a high degree of accuracy and attention to detail, resulting in consistent and timely preparation of reports, correspondence, and tasks.
- ▶ A high level of flexibility, enthusiasm, and initiative, along with the ability and willingness to learn new skills and undertake new tasks as required.
- ▶ Excellent organizational skills including time management and the ability to plan and perform duties without direct supervision.
- ▶ Demonstrated ability to work under general direction within a busy and changing environment.

2.2 DESIRABLE

- ▶ First Aid Level 2 certificate.
- ▶ Experience with the aseptic handling and culturing of microbiological samples.
- ▶ Experience in animal anatomy and/or willingness to handle animal cadavers.
- ▶ Experience in or an understanding of the higher education sector.

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ This position may require the incumbent to work out of span hours including weekends, public holidays, and University holidays. This activity will attract the appropriate University allowances, when applicable. Annual leave will be taken at times which accommodate the peak workflows of the area.

- ▶ This position will require physical activity including manual handling.
- ▶ You are required to have current vaccination status for Tetanus, Hepatitis A and B, Q fever.
- ▶ This position will be required to travel to collect animal specimens for practicals from time to time as needed.
- ▶ A full driver's licence valid in the state of Victoria.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The LO will operate under the general supervision of the relevant manager and in collaboration with the laboratory users and team members.

The position will work collaboratively and professionally with internal and external stakeholders at all levels, including but not limited to students, clients, staff, trades people and suppliers. The LO is expected to work autonomously and effectively as part of a work team, in established routine activities and to seek guidance on non-routine activities.

The position will undertake specific projects or tasks as directed by line management.

3.2 PROBLEM SOLVING AND JUDGEMENT

The LO will develop and implement approved process improvement initiatives within their own prescribed tasks and will take responsibility for the delivery of improvement activities and projects as directed.

The position requires proficient technical expertise in the use and maintenance of equipment, laboratory, glasshouses, and field resources with the proven ability to recognise and resolve technical and operational problems when they occur in a timely manner.

The LO is expected to provide technical advice and assistance to academic staff in the planning and execution of subject tutorials and practicals; this activity may require the development and implementation of novel techniques that require experimentation and evaluation prior to application within the scope of the role. Organisation and planning for teaching field work will require sound judgement to meet the requirements of the subject.

Judgement is also required in the allocation of laboratory resources to meet teaching and research commitments. The LO must decide the priorities of the laboratory on a day to day and long-term basis to satisfy the requirements of its various users. Excellent organisational skills are essential, including the ability to plan work and prioritise tasks in a busy work environment.

The LO is required to demonstrate effective communication and interpersonal skills that reflect a strong customer service approach and can elicit action and support independently within defined procedures and processes.

Under guidance of the relevant manager, this position will be responsible for the purchase of reagents, other consumables and minor equipment and the optimal expenditure of allocated budgets is paramount.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The LO will perform work tasks/assignments which require proficiency in the work area's existing procedures, rules, systems, processes, policies, and regulations, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

The position must be fully cognisant of and comply with all relevant legislation relating to Health and Safety and take appropriate measures to ensure the safety of all personnel utilising the facilities.

The incumbent is expected to be aware of and observe Faculty and University of Melbourne policies, procedures, and SOPs as well as relevant regulations.

3.4 BREADTH OF THE POSITION

The laboratories at the Dookie campus include teaching and research laboratories, and all associated pieces of equipment. Also on the Dookie campus are a glasshouse, winery, animal facilities, robotic dairy and broad acre cropping activities. The LO is expected to assist in maintaining the laboratories, glasshouse facilities and equipment and assisting where directed by the relevant manager in other areas of the campus.

The LO is responsible for a variety of tasks requiring experience and functional proficiency in the work area's rules, regulations, policies, procedures, systems, processes, and techniques and how they interact with other related functions. The position involves working and liaising with the teaching and research staff to understand and meet their needs for laboratory services at the times they are required.

In fulfilling these duties, the position will participate in the appropriate quality assurance programs.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5.1 FACULTY OF SCIENCES

<http://www.science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students. We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

5.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>