



SENIOR TECHNICAL OFFICER (BIOINFORMATICIAN)

DEPARTMENT/UNIT	Monash Bioinformatics Platform
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

POSITION PURPOSE

The Senior Technical Officer is responsible for overseeing and delivering high-quality technical services to support the operations of the Monash Bioinformatics Platform. The Senior Technical Officer performs a range of significant and complex technical activities that play a critical role in supporting the delivery of high end bioinformatics support and training, as well as facilitating collaboration across Monash University's research groups and facilities. This includes overseeing and undertaking data analysis, computing, server management, and designing and delivering new workshops, while ensuring a compliant and safe operating environment.

The Senior Technical Officer is a subject matter expert and provides strategic and operational advice to clients and delivers of efficient technical services with a focus on operational excellence.

Reporting Line: The position reports to the Platform Manager under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to planning and operational committees to share knowledge and expertise in the area of technical specialisation
2. Oversee and administer the delivery of a high-quality technical service or program including applying advanced technical methodology, reporting on and minimising risks, undertaking data analysis, interpretation of results and reporting in accordance with operational standards, policies, timeframes and regulatory compliance requirements
3. Provide specialist and technical advice and/or training to clients, staff, students and other stakeholders in the area of service or technical expertise, including compliance with technical standards and protocols
4. Develop and maintain up-to-date specialist or technical knowledge of new and innovative methodology, equipment, technology, data management and analysis in the field of specialisation
5. Identify, document and resolve issues associated with the conduct of research or technical services including escalation of more complex issues as required
6. Actively participate in and initiate continuous improvement activities relating to project, research or technical procedures and quality assurance standards
7. Undertake tasks in support of technical service or program which may include providing advice on, developing and supporting; papers for publication, research or technical procedures and supporting patenting, copyright or licensing activity
8. Provide support for budget management for the research technical service or facility, where required, including planning, contributing to funding proposals and developing budget reports
9. Comply with all Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify, eliminate and/or minimise OHS risks where appropriate
10. Build and sustain partnerships, collaborations and networks with academic and other staff, relevant research/technical bodies, service providers and functional areas
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with at least 4 years relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated experience in overseeing a successful technical service, program or facility, with a focus on operational excellence
3. Highly-developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Demonstrated experience in supporting a safe operating environment, implementing OHS requirements, developing operating procedures and providing authoritative oversight of complex technical processes and use of specialised equipment
5. Demonstrated analytical, research and problem solving skills and the ability to identify and recommend solutions to challenging issues
6. Highly-developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences and provide expert advice in areas of specialist or technical knowledge
7. Demonstrated relationship management skills, including the ability to interact with, negotiate with and gain co-operation from internal and external stakeholders
8. Experience with advanced technologies including equipment and software, and demonstrated ability to quickly adapt to and learn new systems
9. Extensive experience with the programming language R and working in a Unix environment
10. Extensive experience in handling large data sets and analysis of high-throughput experimental data
11. Experience using existing analysis tools

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.