



POSITION DESCRIPTION

Operations

Faculty of Veterinary and Agricultural Sciences

Laboratory Technical Officer

POSITION NO	0043845
CLASSIFICATION	PCS 4
SALARY	\$63,707 - \$67,613 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Fixed- term position available for 15 months
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Steve Watkins Tel +61 3 83449391 Email swatkins@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

Position Summary

ABOUT THE POSITION

Reporting to the Service Manager, Operations, the Laboratory Technical Officer is responsible for delivering technical support to the teaching and research laboratories of the Faculty of Veterinary and Agricultural Sciences in order to advance the teaching and research activities of the faculty.

The position undertakes to maintain laboratory chemical and equipment inventories, ensuring all equipment is in working order and maintaining EHS requirements within the laboratories. The position also replenishes laboratory consumables and ensures the timely delivery of laboratory orders.

The Laboratory Technical Officer provides support to the teaching academic staff to deliver resources required to support the laboratory teaching programs across a range of plant, animal, soil and food science disciplines and is expected to work in collaboration with peers as well as under direction from the Service Manager, Operations.

This Laboratory Technical Officer position is based at the Faculty of Veterinarian and Agricultural Sciences, Parkville campus, however, the incumbent may be asked to work at other Faculty locations when and as required.

ABOUT US

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Assist in maintaining laboratory facilities, equipment and materials in optimal operational condition.
- ▶ Contribute to maintaining an accurate inventory of equipment and chemicals within the laboratories and coordinate the maintenance, purchase, and replacement of laboratory equipment.
- ▶ Contribute to ensuring an adequate supply of reagents, cultures, other consumables and minor equipment by monitoring usage and ordering appropriate replacement stock in a timely fashion.

- ▶ Contribute to the induction, training and supervision of staff, undergraduate and postgraduate students and other users and visitors in the safe and effective operation of equipment and reagents in the section.
- ▶ Ensure that work is of a high standard and produced in a timely fashion by adhering to good laboratory practice, policies and procedures.
- ▶ Other tasks, responsibilities and projects as directed.

1.2 INNOVATION AND IMPROVEMENT

- ▶ In conjunction with the Service Manager, Operations, develop and document standard laboratory protocols, methods and procedures.
- ▶ Under routine supervision, assist in the setting up of complex or unusual equipment or experiments for a range of practical classes and demonstrations.
- ▶ Provide contribution to continuous improvement within the area of practice.

1.3 COLLABORATION AND LEADERSHIP

- ▶ Liaise with users of the laboratory to achieve objectives.
- ▶ In consultation with the Service Manager, Operations during non-teaching periods, provide technical assistance in the research laboratories.
- ▶ Be an active member of the Laboratory Support Services team.
- ▶ Collaborate with staff across the Faculty and University to ensure positive client focussed outcomes.
- ▶ Build and foster working relationships with all staff including professionals, academics, honorary and visitors.
- ▶ Foster a harmonious workplace environment that is conducive to productivity and promotes creativity.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Monitor and implement any new regulations with which the laboratory must comply and communicate relevant information to other personnel in the section.
- ▶ Ensuring the laboratory complies with all relevant Occupational Health and Safety and Environmental Health and Safety regulations, including the appropriate storage and disposal of chemicals and biological waste products.
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications 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

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ Completion of a diploma level qualification with relevant work-related experience (or completion of a certificate IV with relevant work experience), or completion of a certificate III with extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training.
- ▶ Knowledge in scientific procedures and operation of relevant equipment in a teaching or research laboratory setting, particularly with regards to the application of chemistry and/or biology in the disciplines of plant and animal science, including molecular biology, microbiology, soil and food sciences or applied chemistry.
- ▶ Demonstrated organisational skills including time management and the ability to prioritise work, with a demonstrated capacity to work, plan and perform duties.
- ▶ Strong communication and interpersonal skills and the ability to work collaboratively as a member of a team
- ▶ A commitment to the delivery of high quality customer service to students and staff
- ▶ Demonstrated knowledge of, and experience in, environmental health and safety, especially with respect to chemical hazard management in laboratory settings.
- ▶ Demonstrated understanding of good laboratory practice including Standard Operating Procedure development and documentation.

2.2 DESIRABLE

- ▶ First Aid Level 2 Certificate.
- ▶ Experience with the aseptic handling and culturing of microbiological samples.
- ▶ A full driver's licence valid in the state of Victoria.

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural 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 will require physical activity including manual handling.
- ▶ The incumbent must be prepared to have vaccinations for Tetanus, Hepatitis A and B and Q fever.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Technical Officer operates under routine supervision of the Service Manager, Operations and in consultation with the laboratory users and team members. The incumbent is expected to facilitate the designated Parkville laboratories within the framework of University and FVAS policies and processes. Any problems arising from the activities of the laboratories are resolved by consultation with the Service Manager, Operations.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position will apply theoretical knowledge and techniques to a range of procedures and tasks, including the use and maintenance of equipment and laboratories.

With guidance from the Service Manager, Operations, the Laboratory Technical Officer 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.

Under supervision of the Service Manager, Operations 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 incumbent will be required to perform tasks which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.

This includes knowledge of laboratory operations, University and OH&S policies and processes. The incumbent is expected to continue to develop knowledge, skills and experience to provide technical support in the teaching and research activities of the Faculty.

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

3.4 RESOURCE MANAGEMENT

The Laboratory Technical Officer will develop resource management skills. These are required to oversee and undertake purchasing, as required, of laboratory items including chemicals and assets. The incumbent is responsible for ensuring that all equipment is kept in operational condition and that a sufficient supply of consumables is available to meet teaching requirements.

3.5 BREADTH OF THE POSITION

The Laboratory Technical Officer is responsible for a variety of tasks requiring technical, administrative and personnel management skills. The position requires effective liaison with academic staff, professional staff and external clientele.

In fulfilling these duties, the incumbent is expected to 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 service 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

6. Other Information

6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

<http://fvas.unimelb.edu.au/>

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

6.2 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>.

6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

6.4 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 <http://www.unimelb.edu.au/governance>