



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	The John Curtin School of Medical Research
Department/Unit:	Biomolecular Resource Facility
Position Title:	Senior Technical Officer
Classification:	ANU Officer 6 (Technical)
Position No:	TBC
Responsible to:	Team Leader (Sequencing)
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The John Curtin School of Medical Research (JCSMR) is a leading center of research in Australia. The Biomolecular Resource Facility (BRF) is a core service facility at JCSMR and a Bioplatfroms Australia (BPA) service node that provides genomics services supporting Canberra based researchers. In addition, the BRF Sequencing team also forms part of the Canberra Clinical Genomics for diagnostic sequencing. The Senior Technical Officer will play a key liaison role with BRF clients and provides a high quality Next Generation DNA sequencing services including preparing and running samples under NATA accreditation. In addition, the Senior Technical Officer will assist other BRF services including Sanger, Genotyping, ANU Centre for Therapeutic Discovery (ACTD) maintain equipment and consumables and assist clients with access and use of equipment housed in the BRF. This service supports ANU and other Australian researchers to produce high quality internationally recognized research.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Senior Technical Officer works under the direction and supervision of the Team Leader (Sequencing) and will also work closely with fellow BRF technicians. The Senior Genomics Technician will be responsible for working closely with clients and the Team Leader (Sequencing) to construct libraries for NGS sequencing, run sequencing instrumentation, transfer data whilst maintaining quality standards and meeting facility turnaround time. The Senior Technical Officer will be responsible for training clients to use BRF equipment. They will also work closely and liaise with other BRF staff, ANU Bioinformatics Consultancy, ACTD, CSIRO, BPA, ACT Health and National Computing Infrastructure and other internal and external stakeholders.

Role Statement:

- Under the broad direction of the Team Leader (Sequencing), the Senior Technical Officer will:
- Being responsible for performing sequencing runs on the various NGS Sequencing instrumentation and preparing the NGS libraries and data distribution to clients.
- Participate in high throughput research projects with the responsibility to deliver and accurate service to both academic and/or commercial clients with contractual milestones and timelines.
- Provide training and appropriate advice to clients and staff in complex protocols and use of advanced equipment in the facility.

- Perform maintenance, running, diagnosis and problem solving of complex sequencing and auxiliary equipment and systems.
- Assist with running Sanger sequencing including auxiliary services and equipment.
- Accurate recording of sample metadata, experimental processes and associated data to assist in the preparation of data for clients and research publication.
- Perform general administration duties associated with the BRF including the preparation of reports, ensuring safe working practices, WHS requirements, and ensuring that compliance protocols for regulatory requirements are met.
- Management of inventories, including the preparation and/or ordering of supplies and collating cost estimates for NGS projects, and participate in the general maintenance of the BRF facility and labs, but not limited to waste disposal, washing, cleaning, setting up and packing down lab equipment as required.
- Liaise with academics, staff and other stakeholders within and external to the ANU to facilitate the desired project outcomes.
- Other duties as required, consistent with the classification of this position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. A Degree with subsequent relevant experience in molecular biology, or extensive experience and specialist expertise with equivalent combinations of relevant experience and/or education/training, with the capacity and willingness to learn new skills and technologies.
2. Demonstrated experience in Molecular Biology specifically including wet laboratory based manipulation of DNA and/or RNA.
3. Demonstrated experience in **one** or more areas:
 - Constructing libraries for Next Generation DNA sequencing.
 - Running Next Generation DNA sequencing instrumentation.
 - Basic skills in genomics bioinformatics.
 - Database and tracking systems for accurate organization/documentation of samples, data and results.
 - Experience with robotics platforms.
3. A proven ability to contribute to managing client projects, including initiative in project management, experimental design, protocol development and optimization, working independently to interpret data, troubleshoot and perform quality assessments of highly technical molecular procedures.
4. A demonstrated ability to communicate effectively and concisely, both orally and in writing and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people. A willingness and ability to train others in the use of new technologies and procedures.
5. Demonstrated ability to work effectively both independently and in a team environment, prioritising workflow to achieve operational outcomes and meet deadlines.
6. Strong information technology and organizational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines
7. A high level of knowledge and understanding of Workplace Health and Safety practices, Biological Safety and the ability to follow required regulatory processes and guidelines.
8. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:
Professional Staff Classification Descriptors
Academic Minimum Standards



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	JCSMR/BRF
Position Title	Senior Genomics Technician	Classification	ANU 06 (Technical)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Simone Kuelzer	Date:	7/05/21
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