

## Position Description

### Technical Officer

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	Provost
<b>School:</b>	Agriculture, Biomedicine and Environment
<b>Centre:</b>	Centre for Freshwater Ecosystems (CFE)
<b>Classification Level:</b>	Higher Education Officer (HEO) 5
<b>Employment Type:</b>	Full Time, Fixed term,
<b>Campus Location:</b>	Albury-Wodonga (AW)
<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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## **Position Context/Purpose**

CFE is one of 13 Research Centres within the School of Agriculture, Biomedicine and Environment (SABE) and a major focus of research at the AW campus. The Centre brings together a broad range of expertise to undertake both basic and applied research, directed towards the sustainable management of freshwater ecosystems.

The Technical Officer will provide technical support for laboratory and field-based research projects to ensure delivery of contracted project outcomes along with maintenance of the capability and effective operation of research activities within CFE.

### **Duties at this level will include:**

- Performs tasks which require knowledge of the standard application of theoretical principles, procedures and techniques at the level of an inexperienced graduate working in their field or expertise.
- Contributes to decision making by applying a thorough knowledge of a complex set of rules, activities or procedures to particular cases, to make recommendations for authorisation by more senior staff.
- Assist in the day-to-day operation of laboratory facilities, including: collaboration with Facilities and Technical Services staff who manage campus laboratories and stores, implementation of OH&S requirements and directives, oversight of laboratory general operation and organisation of laboratory & field samples.
- Operate and maintain laboratory instrumentation for environmental samples analyses and/or biological characterisation. Examples of the types of equipment used in CFE laboratories include: TOC/TN analyser, LC-MS/MS, AAS, ion chromatography, flow cytometry, plate readers, fluorescence/absorbance spectrometers, PCR systems, nanodrop devices
- Conduct laboratory experiments (under instruction) in the general areas of environmental molecular biology, biogeochemistry and/or ecotoxicology
- Organise and undertake single or multi day field trips, sometimes at remote field sites.
- Maintain and calibrate field equipment for water quality and ecological research.
- Coordinate and undertake sorting and storage of field collected samples.
- Accurately input data into spreadsheets or other record collection templates.
- Contribute to scientific report writing, data analyses or information summaries, under supervision of academic project staff.
- Provide instruction to students or other staff in the use of equipment and/or laboratory techniques.
- Assist in the development of laboratory capability through engagement with new developments in environmental science.
- Other duties as required by the position supervisor, commensurate with the scope and level of the role.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Experience with laboratory techniques and procedures relevant to the position.
- Demonstrated ability to work independently, follow established procedures with minimal supervision and contribute positively to an effective team.

- Demonstrated ability to set priorities and manage workflows within own area of responsibility.
- Proven data management and data analyses skills.
- Demonstrated written, oral communication and interpersonal skills, including the ability to develop effective working relationships with colleagues, students and other stakeholders.
- Swimming capabilities
- Willingness to undertake fieldwork for multi-day trips and out-of-hours

### **Desirable Criteria**

Experience in environmental sciences, chemistry and/or ecology.

### **Capabilities required to be successful in the position**

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

### **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.
- Current driver's licence, preferably with manual driving capabilities

### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

### **Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

### **Why La Trobe:**

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

#### La Trobe's Cultural Qualities:



##### **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 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 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*

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For Human Resource Use Only

Initials:

Date: