



TECHNICAL OFFICER - RESEARCH LAB

DEPARTMENT/UNIT

Department of Medicine, School of Clinical Sciences at Monash Health

FACULTY/DIVISION

Faculty of Medicine, Nursing and Health Sciences

CLASSIFICATION

HEW Level 4

WORK LOCATION

Monash Medical Centre

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 monash.edu/medicine.

The **School of Clinical Sciences at Monash Health (SCS)** is one of the nine schools of the Faculty of Medicine, Nursing and Health Sciences (FMNHS) at Monash University. Most of the school's research and teaching activities are based on the main university campus at Monash Medical Centre Clayton although activities also extend to a number of external sites including Dandenong, Casey, and Moorabbin Hospitals and the Kingston Centre.

SCS is the largest clinical teaching school in medicine of Monash University. It has a strong focus on delivery of the undergraduate curriculum to medical and nutrition and dietetics students across a range of clinical sites. The school also provides postgraduate teaching and training in embryology. Teaching units are organised in parallel to the School's Departmental structure, which is focused on clinical craft groups and their research. Basic, clinical and translational research activities are undertaken by the school's clinical departments: Medicine, Nutrition and Dietetics, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Imaging, and Surgery. The school's researchers collaborate closely with relevant clinical areas in the hospital and in many cases hold senior clinical positions. Researchers also liaise closely with the Hudson Institute of Medical Research, which is located on site and forms a Department of Molecular and Translational Sciences, as well as other parts of the University and external research organisations. The school is a key partner of the Monash Institute of Medical Engineering. Further details may be found at: <http://www.med.monash.edu.au/scs/>.

The **Department of Medicine** is the largest Department within the School of Clinical Sciences at Monash Health, comprising more than 200 staff, including 60 EFT academics and 62 PhD students. The academic activities are divided into ten University Centres or groups. Three of these Centres or groups are further divided into discipline-specific research groups. For largely historical reasons, the Centre for Inflammatory Disease has the largest numbers of academic staff and covers many aspects of Internal Medicine, being the longest established centre. It comprises ten research groups, many of which are populated by Monash Health Department Heads or researchers, however, its structure is not clearly aligned to service divisions of Monash Health (e.g. specialty medical units).

POSITION PURPOSE

The Technical Officer provides technical services and assistance to researchers and staff in the Precision Medicine Biorepository. The Precision Medicine Biorepository processes, stores and distributes biological material for large research cohorts. The incumbent applies theoretical and technical knowledge to perform a range of tasks, including sample accessioning of biological material such as blood, saliva and stools and engagement with a laboratory information management system (LIMS). They will perform biological material processing, auditing, storage, retrieval and distribution of samples. The applicant will also perform DNA extractions of biological material using manual and automated platforms. The applicant will prepare and quantify DNA for research projects.

Reporting Line: The position reports to the Precision Medicine Biorepository Manager under routine supervision

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Set-up, calibration, installation, testing, maintenance and servicing of equipment
2. Provide guidance and basic advice to clients, staff, students and other stakeholders in the area of technical expertise, including use of equipment and compliance with standard operating procedures
3. Maintain the workspace, including attending to equipment, ordering and replenishing supplies, safely disposing of hazardous materials and keeping the area in a safe and tidy condition
4. Provide feedback on and implement continuous improvement activities relating to project, research or technical procedures
5. Comply with standard operating procedures and Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify and escalate OHS risks where appropriate
6. Maintain open and effective channels of communication with staff, clients and other stakeholders
7. Data entry and data maintenance, using a customised LIMS

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Completed a Diploma of Biological Science with relevant work related experience; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Sound organisational and time management skills, including the ability to perform high-volume tasks to meet deadlines, maintaining a high degree of accuracy and consistency
4. Ability to exercise judgement on work methods and task sequence and adhere to standard procedures/practices
5. Ability to work as an effective member of a team as well as independently under routine supervision
6. An ability to acquire knowledge of and apply policies and procedures, such as OHS and standard operating procedures
7. Well-developed communication skills, including the ability to draft basic documentation and interact positively with colleagues and clients
8. Demonstrated computer literacy and ability to quickly adapt to and learn new systems
9. Experience in handling biological specimens and good sterile technique
10. Worked in a NATA or ISO accredited laboratory

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University will 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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.