



POSITION DESCRIPTION

Operations

Faculty of Veterinary and Agricultural Sciences

Laboratory Technical Officer (Teaching/Research)

POSITION NO	0030731
CLASSIFICATION	PCS 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time
BASIS OF EMPLOYMENT	Continuing
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 8344 9391 Email swatkins@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

ABOUT THE POSITION

The Laboratory Technical Officer supports the operation and provision of service within the Faculty of Veterinary and Agricultural Sciences, at the University of Melbourne. This role will be responsible for the day to day operations of the teaching and research laboratories, as well as the resources required to support the Faculty's laboratory teaching activities of the campus.

Reporting to the Service Manager, Operations and working collaboratively with the other Laboratory Technical Officers, the incumbent shall assist with the delivery of laboratory services to the campus and the continual development of systems for improved delivery of laboratory services. Services shall be developed with direction from stakeholders and teaching and research coordinators.

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

Working under the direction of the Service Manager, the Laboratory Technical Officer (LTO) is responsible for delivering technical support to the teaching and research laboratories of FVAS including:

- ▶ Assist with the service provision of setting up, technical support during, and cleaning up after classes and practicals in laboratories to support the teaching requirements of Faculty courses.
- ▶ Contribute to the development of practical classes and provide advice on practical student activities in the laboratory facilities as required.

- ▶ Maintain laboratory facilities, equipment and materials in optimal operational condition, consistent with all relevant compliance frameworks and accreditation requirements.
- ▶ Setting up of complex or unusual equipment or experiments for a range of practical classes and demonstrations.
- ▶ Maintain accurate records and inventories of laboratory activities and assets including induction records, equipment and chemical inventories.
- ▶ Ensure an adequate supply of reagents, cultures, other consumables and minor equipment by monitoring usage and ordering appropriate replacement stock in a timely fashion.
- ▶ Assist with the induction, training and supervision of undergraduate and postgraduate students and other users and visitors in the safe and effective operation of equipment and reagents in the section.
- ▶ Working as directed and to a high technical standard by adhering to good laboratory practice, policies and procedures, and recognising, troubleshooting and communicating technical problems.

1.2 INNOVATION AND IMPROVEMENT

- ▶ Proactively identify and develop systems for service improvement in conjunction with the Service Manager and associated senior professional staff.
- ▶ Provide contributions to continuous improvement within the area of laboratory technical service and support.

1.3 COLLABORATION AND LEADERSHIP

- ▶ Actively participate in service meetings and their outcomes.
- ▶ The incumbent may be required to support other laboratory areas from time to time as directed by the Service Manager.
- ▶ Liaise with users of the laboratory to achieve objectives.
- ▶ 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

- ▶ Implement any new regulations with which the laboratory must comply and communicate relevant information to other personnel in the section.
- ▶ Working as part of a team of Technical Officers to ensure 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 Faculty and 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

- ▶ A relevant degree or equivalent combination of relevant experience and/or education/training.
- ▶ Strong knowledge and expertise in scientific procedures and safe 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, animal, food or soil science.
- ▶ A sound understanding of the regulatory requirements of working in a laboratory including those related to EHS, OGTR and quarantine regulations.
- ▶ Demonstrated excellent verbal and interpersonal communication skills with the capacity and confidence to deal professionally with a diverse range of people at all levels.
- ▶ Excellent written communication skills that enable the consistent and timely preparation of reports, correspondence, and tasks to a high-standard with demonstrated ability to maintain a high level of accuracy and attention to detail.
- ▶ A commitment to the delivery of high quality customer service and a commitment to the process of continuous improvement of the standard of service.
- ▶ High level of flexibility, enthusiasm, initiative and an ability and willingness to learn new skills and take on new tasks as required.
- ▶ Demonstrated capacity to work effectively as a part of a multi-disciplinary team on a flexible roster.
- ▶ Demonstrated ability to work under general direction within a busy and changing environment.

2.2 DESIRABLE

- ▶ First Aid Level 2 Certificate.
- ▶ Experience with the aseptic handling and culturing of microbiological samples.
- ▶ Experience in or an understanding of the higher education sector.
- ▶ 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 and the incumbent must have the capacity to undertake physically demanding tasks, with the assistance of manual handling equipment as required.
- ▶ 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 incumbent will operate under the general supervision of the Service Manager and in collaboration with the laboratory users and team members.

The incumbent is required to interact positively with all levels of personnel, working autonomously with students, clients, staff, tradespeople and suppliers. The incumbent is expected to work as part a work team, in established routine activities and to seek guidance on complex issues.

The incumbent may be asked to undertake specific projects or tasks as directed by line management.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to be able to develop process improvements within their own prescribed tasks, and take responsibility for delivery.

The position requires proficient technical expertise in the use and maintenance of equipment and laboratory. The incumbent must be able to recognise and resolve technical and operational problems by applying standard technical training and experience.

The appointee is required to demonstrate effective communication and interpersonal skills that reflect a strong customer service approach and can elicit action and support without constant supervision.

Under guidance of the Service Manager 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 is expected to perform work tasks/assignments which require proficiency in the work area's existing procedures, rules, systems, processes, policies and regulations, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

The incumbent is expected to be aware of and observe FVAS and University of Melbourne Policies and Procedures.

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 LTO is responsible for a variety of tasks requiring technical, administrative and personnel management skills. The position involves working and liaising with the teaching and research staff to understand and meet their needs for laboratory services at the times they are required.

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 deserve 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>