



Australian  
National  
University

## Position Description

<b>College/Division:</b>	ANU College Health and Medicine
<b>Faculty/School/Centre:</b>	The John Curtin School of Medical Research
<b>Department/Unit:</b>	Australian Phenomics Facility
<b>Position Title:</b>	Area Supervisor - Material Support
<b>Classification:</b>	ANU Officer Grade 4/5 (Technical)
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Material Support Coordinator
<b>Number of positions that report to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	Nil

### PURPOSE STATEMENT:

*The Australian Phenomics Facility, within the John Curtin School of Medical Research, supports biomedical research activities by providing the highest ethical and welfare standards for laboratory animals and ensuring that genetic and microbiological control is maintained.*

### KEY ACCOUNTABILITY AREAS:

*The ANU's Animal Experimentation Ethics Committee (AEEC) monitors and regulates the use of animals in research and teaching carried out at the ANU and ensures that all animal usage conforms to the ACT Animal Welfare Act (1992) and the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. We also refer to the Victorian Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits.*

### Position Dimension & Relationships:

*The Area Supervisor - Material Support is responsible for the supervision of a defined area, room or program of work, providing day-to-day assistance within the Material Support washup duties undertaking skilled technical procedures relating to quality management practises to assist with research related goals. The Supervisor will provide on-the-job training to other staff and students within the Australian Phenomics Facility.*

### Role Statement:

*Under the general direction of the Area Coordinator - Material Support, the Area Supervisor - Material Support will undertake the following duties in accordance with Standard Operating Procedures:*

- Supervise the daily operations of the Material Support Team to ensure equipment practises and supply stock levels are maintained at all times.
- Complete scheduled and monitor routine maintenance practises including periodic maintenance and repair of equipment as instructed.
- Be actively involved in and contribute to the improvement of the work area providing routine reports on performance of equipment and undertake training required to fulfil the position.
- Prepare reports and take responsibility for record keeping and database updates as required, reporting to Coordinators and Senior Management without delay.
- Undertake and supervise regular checks of the work area to ensure they meet legislative and facility standards.
- Supervise the day-to-day work of a small team of staff, providing practical on-the-job training and mentoring in facility practices and expected work standards relating to equipment, quality control systems and protocols.
- Assist with the development and maintenance of Standard Operating Procedures.

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Other duties as consistent with the classification of the position.

**Important Note**

- Vaccinations may be required to meet the expectations of this role.
- Tasks to be undertaken are of a physical and repetitive nature. A pre-employment medical may be required.
- Participation in a weekend and public holiday roster is required.
- This position is not suitable for individuals with existing allergic conditions.

*ANU Officer Levels 4 and 5 are broadbanded in this stream. It is expected that occupants at the higher levels within the broadband, will have a deeper understanding and a more independent application of the technical methods and procedures used, with a consequent increase in the complexity of the functions performed.*

**SELECTION CRITERIA:**

1. *A Certificate III in Animal Technology OR Graduate of Year 12 certificate, preferably with English, mathematics and science or technical subjects OR equivalent combination of previous relevant experience and/or education.*
2. *Ability to manage individuals and teams, to meet quality standards within defined time periods and manage workloads accordingly.*
3. *Ability to train and direct junior staff, providing practical the theoretical training with an understanding of how to impart knowledge and ensure compliance with Standard Operating Procedures.*
4. *A proven ability to work in a fast paced and physically demanding environment following detailed procedures with high quality outcomes.*
5. *Experience in the effective and safe operation and maintenance of Autoclaves, bedding dispensers, waste shredders and mechanical washers; experience in the maintenance of associated records as required by legislation. A knowledge of and understanding of cleaning, decontamination and sterilisation practices.*
6. *A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.*
7. *Demonstrated knowledge and proven application and implementation of good Workplace Health and Safety practices, including implementing these practices for staff, assessing hazards risks and responding accordingly.*
8. *Sound oral and written English language skills with the ability to communicate with colleagues and researchers regarding workload management and quality.*

<b>Supervisor/Delegate Signature:</b>		<b>Date:</b>	
Printed Name:		<b>Uni ID:</b>	

**References:**

[General Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	College of Health & Medicine	<b>Dept/School/Section</b>	JCSMR/APF
<b>Position Title</b>	Area Supervisor- Material Support	<b>Classification</b>	ANU Officer 4/5 (Technical)
<b>Position No.</b>	TBC	<b>Reference No.</b>	

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](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](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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

<b>Supervisor's Signature:</b>		<b>Print Name:</b> <b>Dr Suzanne Fowler</b>	<b>Date:</b>	
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