



TECHNICAL SERVICES OFFICER (LABORATORY)

DEPARTMENT/UNIT	Monash Biomedicine Discovery Institute
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy.

Our Faculty offers the most comprehensive suite of professional health training in Victoria, consistently ranked 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. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life, reduce health inequality and promote greater health and social outcomes.

We're globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

Our Faculty includes four Sub-Faculties: Health Sciences, Clinical and Molecular Medicine, Biomedical Medicines, and Translational Medicine and Public Health.

The **Monash Biomedicine Discovery Institute (BDI)** is one of the largest and most dynamic biomedical research and teaching environments in Australia. The Institute and its cognate Departments of Anatomy and Developmental Biology, Biochemistry and Molecular Biology, Microbiology, Pharmacology and Physiology comprise over 120 research groups and deliver discipline-focused teaching into our flagship Bachelor of Biomedical Science Degree, the Bachelor of Science Degree, as well as the Medical School and various Health-related Degree Programs. We pride ourselves on an excellent and evolving teaching curriculum and provide world-class teaching and learning space for Biomedical Sciences.

The BDI comprises six inter-disciplinary health-focused research Programs, each led by a renowned leader in the field. The BDI programs include Infection and Immunity, Cancer, Cardiovascular Disease, Development and Stem Cells, Metabolism, Diabetes and Obesity and Neuroscience. The BDI works closely with clinical and drug development precincts at Monash and has a number of major industry partnerships to facilitate the translation of our research; and will be closely aligned with the Victorian Heart Hospital (VHH), which is being built on the Clayton Campus. For more information about the BDI please visit our website at www.monash.edu.au/discovery-institute.

POSITION PURPOSE

The Technical Services Officer provides a variety of professional and high-quality technical services and assistance to support practical teaching in the BDI. Assisting with the day-to-day operations of the practical teaching laboratories, the incumbent applies theoretical and technical knowledge to perform a range of laboratory tasks, including; preparation of materials and reagents, testing and verifying experiments prior to classes, supervising the laboratory area, setting up and maintaining equipment, set up and pack down of materials for classes and providing technical support to teaching staff and students during practical classes.

Reporting Line: The position reports to Laboratory Operations Team Leader

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide support to practical classes through: preparing and managing specimens, samples, chemicals and other materials according to standards and protocols, setting up specialised

equipment for a range of experiments, maintaining an inventory of all equipment and materials, replenishing supplies, safely disposing of hazardous materials and overseeing the upkeep of a safe and tidy work environment

2. Provide guidance and advice and/or training to clients, staff, students and other stakeholders in the area of service or technical expertise, including use of equipment and compliance with standard operating procedures
3. Maintain up-to-date knowledge of new methodology, equipment, technology and data management in the field of specialisation
4. Identify, document and resolve issues associated with the conduct of research or technical services including escalation of more complex issues as required
5. Participate in and implement continuous improvement activities relating to project, research or technical procedures and quality assurance standards including academic and student feedback.
6. Comply with all Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify, eliminate and/or escalate OHS risks where appropriate
7. Maintain open and effective channels of communication with colleagues, clients and other stakeholders to facilitate efficient and effective running of the teaching practical classes.
8. Liaise with discipline-specialists to verify teaching materials and experiments in advance and maintain high quality assurance protocols throughout the duration of the practical class and for repeat classes
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant field; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Sound analytical, technical and problem solving skills and a demonstrated capacity to apply effective technical methods, processes and systems
3. Strong organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines and standards
4. Ability to develop basic operating procedures and provide oversight, guidance and training in relation to technical processes and use of specialised equipment
5. Ability to work as an effective member of a team as well as independently under general supervision
6. Strong attention to detail and accuracy and ability to adhere to protocols, standards and guidelines, including ethical research principles as required
7. Well-developed communication skills, including the ability to interact with a diverse range of stakeholders and the ability to draft a range of documentation
8. Experience with laboratory technology including equipment and software or a demonstrated ability to quickly adapt to and learn new systems
9. Demonstrated knowledge and high level efficiency in teaching laboratory environments

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may 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
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.