

Position Description

NMR and chemical instrumentation Specialist

Position No:	50142931
Department:	La Trobe Institute for Molecular Science
School:	School of Molecular Sciences
Campus/Location:	Melbourne Bundoora
Classification:	HEO8
Employment Type:	Full-time, Fixed term
Position Supervisor:	A/Prof Matthew Perugini
Number:	50001246
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

La Trobe University-Comprehensive Proteomics Platform - <http://www.latrobe.edu.au/proteomics>

For enquiries only contact:

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NMR and Chemical Instrumentation Specialist

Position Context

Improving research quality and impact is one of La Trobe University's key objectives for strengthening research. In order to support researchers and enhance their capacity to produce high quality research, La Trobe has established a number of Research Platforms, one of which is the La Trobe University-Comprehensive Proteomics Platform (LTU-CPP) based in the La Trobe Institute for Molecular Science on the Melbourne campus (Bundoora). The LTU-CPP spans four major capabilities: Capability A: protein identification & quantification, Capability B: protein structure determination, Capability C: protein interaction analysis, and Capability D: small molecule structure determination, which supports academic and industry research across a range of disciplines.

The Chemistry Discipline within the Department of Chemistry and Physics at La Trobe University is a vibrant and growing research unit with 11 active research groups. The majority of these groups use NMR spectroscopy for both routine characterisation of compounds as well as advanced structural and kinetics studies.

A full-time position is available for a NMR and Chemical Instrumentation Specialist for an initial term of three years to support Capability D, the small molecule structure determination capability, within the LTU-CPP with a focus on NMR spectroscopy. The appointee will work with the Director of the LTU-CPP, capability experts, and other members of the LTU-CPP team. They will be excellent at working collaboratively with a range of researchers across the aforementioned capabilities, particularly focusing on NMR spectroscopy. They will be enthusiastic and expected to work cooperatively with other support staff in the LTU-CPP and provide an integrated and high level of service to researchers that access the facility.

Duties at this level may include:

Ensuring the provision of an effective, customer-focused NMR and chemical instrumentation support service by:

- Effective management, utilisation and maintenance of equipment in the facility, including managing and performing the routine maintenance of NMR spectrometers and other chemical instrumentation, including mass spectrometers and HPLCs.
- Establishing protocols and managing facility activities, including the user interface/portal, website content, sample preparation documentation, and equipment bookings.
- Ensuring customer focussed data acquisition, storage, access, backup and security.
- Developing training material and delivering training for routine NMR small-molecule experiments and aiding researchers in performing advanced experiments.
- Providing expert advice and guidance that will contribute to research outcomes including publications and grant applications.
- Working collaboratively with other members of the LTU-CPP to ensure that the NMR and chemical instrumentation needs of the School are met.
- Co-managing technical staff associated with the LTU-CPP.
- Assembling and curating outputs in the form of publications, patents, grant funding, scientific conference presentations, post-graduate student completions, and outreach activities associated with the LTU-CPP.
- Performing analyses for internal and external clients, and managing all related administration.

- Implementing appropriate policies, protocols and systems to ensure all requests from clients are appropriately managed to foster a professional service provision and high quality research outcomes.
- Implementing and maintaining a quality management system, including preparing and reviewing relevant documentation, developing standard operating procedures for experiments and equipment in the facility, ensuring validity and accuracy of data and complying with quality control requirements.
- Assisting with special projects or other duties within the designated function of the position as requested by the Director of the LTU-CPP, Platform Service Manager, Manager for Research Infrastructure, and/or relevant Head(s) of School.

Key Selection Criteria

- A relevant doctoral degree in chemistry or related field with a strong focus on NMR spectroscopy, or an equivalent combination of relevant knowledge, training and/or experience.
- Expertise in the management, maintenance and trouble-shooting of NMR instrumentation and the ability to apply these skills to other scientific equipment.
- Well-developed planning, organisational, and time management skills, including the ability to manage several projects simultaneously and prioritise workloads to meet competing deadlines.
- Demonstrated ability to communicate effectively, including good presentation and interpersonal skills in order to work effectively with others. Well-developed writing skills, with an emphasis on the ability to evaluate, analyse and communicate information clearly.
- Ability to develop, organise and deliver training modules and workshops for equipment in the School of Molecular Sciences, including the discipline of chemistry, and the broader research community.

Desirable Attributes

- Experience with mass spectrometry and/or HPLC instrumentation.
- Experience with supervising early career researchers (e.g. students) and technical staff.
- Experience in writing scientific technical reports and compiling invoices for subscription-based, fee-for-service and contracts for research projects from academia and/or industry.
- Publication record in the field of chemistry and/or NMR spectroscopy.
- Record of successful competitive grant or fellowship funding.
- Experience working in ISO accredited laboratories and/or GLP research environments.

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.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way that is aligned to our four cultural qualities:

- 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 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 **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.

For Human Resource Use Only

Initials: Date: