



**Australian
National
University**

Position Description

College/Division:	ANU College of Medicine, Biology and Environment
Faculty/School/Centre:	The John Curtin School of Medical Research
Department/Unit:	Centre for Personalised Immunology
Position Title:	Senior Technical Officer
Classification:	ANU Officer Grade 7 (Technical)
Position No:	
Responsible to:	Director, Centre for Personalised Immunology
Number of positions that report to this role:	
Delegation(s) Assigned:	n/a

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research (JCSMR) and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

The Centre for Personalised Immunology (CPI), sits within the JCSMR, aims to help people living with an immune disease by discovering causative genetic variation with the goal of delivering treatment strategies targeted to the individual. The CPI works with national and international collaborators. The CPI initiated the Canberra Health Services-ANU Canberra Clinical Genomics partnership as a diagnostic service to support patients in Canberra and surrounding region.

The Senior Technical Officer provides leadership to the Centre for Personalised Immunology (CPI) to support internationally recognised biomedical research and to ensure the highest ethical and welfare standards are maintained for laboratory animals.

Position Dimension & Relationships:

The Senior Technical Officer reports to Director, CPI. The Senior Technical Officer works in collaboration with staff and students within the School and across the University as well as liaison with external stakeholders.

Role Statement:

- Provide expert scientific advice to CPI users regarding phenotyping, including research and development of project experimental protocols.
- Research, develop and implement experiments such as, molecular and cellular immunology, multi-colour flow cytometry, ELISA assays, PCR and other phenotyping assays as required under limited supervision.
- Take responsibility for the ethical and responsible use of small animals in experimental procedures.
- Supervise and manage complex research projects to ensure successful completion of research milestones.
- Provide cost estimates taking into account the relevant resources required for project delivery.
- Manage and train staff and students.
- Maintain stocks of laboratory reagents and laboratory equipment.
- Maintain appropriate and up-to-date records of laboratory procedures and protocols, including experimental techniques, Animal Ethics, MSDS documentation, and the OH&S hazard register.
- Comply with all ANU policies and procedures, and in particular those relating to health and safety, and equal opportunity.

- Other duties as consistent with the classification of the position.
- Experience with animal handling and procedures would be advantageous.

Important Note

Vaccinations may be required to meet the expectations of the role

Tasks to be undertaken are of a physical and repetitive nature

This position is not suitable for individuals with existing allergic conditions

SELECTION CRITERIA:

1. A Degree (Bachelor of Science minimum or PhD in an appropriate area of medical research preferred) with relevant experience, or an equivalent combination of relevant experience and/or education/training.
2. Experience and high level of competence with flow cytometry.
3. Demonstrated experience in developing, implementing and troubleshooting new phenotyping assays.
4. Demonstrated experience with training students and junior researchers.
5. Proven ability to work both independently and as part of an interdisciplinary work environment and ability to set priorities and meet deadlines for a service providing facility.
6. Demonstrated capabilities for multi-tasking, attention to detail and record keeping skills and the capability to maintain laboratory resources.
7. Basic understanding of mouse genetics would be desirable.
8. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Delegate Signature:

Date:

Printed Name:

Position:



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Health & Medicine	Dept/School/Section	JCSMR/APF
Position Title	Senior Technical Officer	Classification	ANUO 6 Technical
Position No.		Reference No.	

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
Enrolment on relevant OHS training courses should also be arranged – see 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

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☒	☐
lifting, manual handling	☐	☐	work at heights	☐	
repetitive manual tasks	X	☐	work in confined spaces	N/A	
catering / food preparation	N/A		noise / vibration	☐	☒
fieldwork & travel	N/A		electricity	☒	☐
driving a vehicle	N/A				
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	N/A		gamma, x-rays	N/A	
ultraviolet	N/A		beta particles	N/A	
infra red	N/A		nuclear particles	N/A	
laser	N/A				
radio frequency	N/A		BIOLOGICAL MATERIALS		
CHEMICALS			microbiological materials	N/A	
hazardous substances		X	potential biological allergens	☒	☐
allergens	☐		laboratory animals or insects	N/A	
cytotoxics	☐	☒	clinical specimens, including blood	N/A	
mutagens/teratogens/carcinogens	☐	☒	genetically-manipulated specimens	☒	☐
pesticides / herbicides	N/A		immunisations	N/A	
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Edward Bertram	Date:	
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