

Position description

Position title:	Technical Officer, Carbon Analytics
School/Section/VCO:	Academic Services and Support Directorate
Campus:	Gippsland Campus. Travel to external locations will be required.
Classification:	Within the HEW Level 5 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Part-time
Recruitment number:	848890
Further information from:	Associate Professor Vince Verheyen, Associate Professor, Carbon Capture Technology Telephone: (03) 5122 6451 E-mail: vince.verheyen@federation.edu.au or Ms Margo Dundek, Coordinator, Technical Services Telephone: 03 5122 6551 Email: margo.dundek@federation.edu.au
Position description approved by:	Manager (Program Support and Technical Services)

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

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Position Summary

Brown Coal Innovation Australia project is a three year funded project that supports research into carbon capture technology. The Carbon Technology Research Centre (CTRC) provides support to the pilot research at AGL in Loy Yang power station.

The Technical Officer, Carbon Analytics will be responsible for providing technical support and service within the Carbon Technology Research Centre (CTRC), supporting key research infrastructure for staff and students. The position will coordinate the access, usage, quality assurance and compliance of laboratories as well as providing laboratory services to enable key research priorities to be met. Responsibilities include collaboration with researchers on a variety of projects by providing technical assistance where appropriate.

Key Responsibilities

1. Provide technical support for research laboratories and activities by ensuring all analytical equipment and consumables required are set up prior to and appropriately cleaned, stored and checked on completion to enable quality teaching and research outcomes.
2. Under broad direction, set up, monitor and maintain experimental and analytical equipment. Diagnose, and where possible repair, instrument faults, including associated instrumentation computers.
3. Maintain accurate records of laboratory requirements for research project and ensure appropriate supplies of equipment, and consumables are available.
4. Prepare, organise and distribute equipment, consumables and materials to laboratories and other sites of teaching and research.
5. Under broad direction, prepare and safely dispose of materials, including hazardous chemicals and biological wastes, ensuring compliance with all relevant legislation, policies, processes and guidelines.
6. Assist in the preparation of risk assessments for laboratory and technical activities. Provide training to students and other staff in the safe and effective use of analytical equipment.
7. Provide analytical support for team project, consulting and research activities aligned with the CO2 capture project
8. Organise and maintain accurate records of staff and student access to equipment and facilities.
9. Participate in meetings, activities and networks relevant to the position and contribute to administrative functions as required.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Technical Officer, Carbon Analytics works under general direction and reports to the Coordinator, Technical Services, and is required to work closely with the academic staff contributing to the delivery of technical aspects of the project. The positions will receive day-to-day guidance from the Associate Professor, Carbon Capture Technology.

There will be autonomy required for delegated tasks and an understanding that all activities contribute to the overall support of the project.

The position is expected to resolve problems using the application of standard technical training and experience. The position will be responsible for individual time management and for using initiative in prioritising work and balancing a range of tasks. Judgement will be needed to ensure matters are escalated when necessary. The ability to work in a professional, self-motivated and in an engaged manner with staff and students and have the organizational skills to give appropriate advice is required.

Training and Qualifications

A relevant degree with completed Chemistry subjects without subsequent relevant experience; or completion of an advanced diploma qualification and at least 1 years subsequent relevant work experience, or completion of diploma qualification and at least 2 years subsequent relevant work experience, or completion of Certificate IV and extensive relevant work experience, or an equivalent combination of relevant work experience and/or education/training.

Experience in the area of laboratory analysis - any in the area of chromatography, mass spectrometry or scanning electron microscopy would be well regarded.

Position/Organisational Relationships

The Technical Officer, Carbon Analytics reports to the Coordinator, Technical Services and is responsible for supporting the delivery of technical support to the CTRC and the Brown Coal Innovation Australia project.

The position be required to work collaboratively with staff, especially academic staff involved in the delivery of Brown Coal Innovation Australia project.

Key Selection Criteria

Applicants must be able to demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A relevant degree with completed Chemistry subjects without subsequent relevant experience; or completion of an advanced diploma qualification and at least 1 years subsequent relevant work experience, or completion of diploma qualification and at least 2 years subsequent relevant work experience, or completion of Certificate IV and extensive relevant work experience, or an equivalent combination of relevant work experience and/or education/training.

Experience in the area of laboratory analysis - any in the area of chromatography, mass spectrometry or scanning electron microscopy would be well regarded.

2. Demonstrated experience in managing, maintaining and to some extent repairing complex scientific and analytical instrumentation as well as the ability to use advanced software driven analytical instrumentation independently.

3. Demonstrated experience in the preparation, organisation and distribution of equipment, consumables and materials in scientific laboratories, with particular relevance to chemical analysis.
4. Demonstrated knowledge of Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities in laboratory settings.
5. A capacity to assist academic staff with experimental designs and equipment so as to enable research, laboratories and other classes to be run efficiently and effectively, including experience in the development, validation and use of analytical methods
6. An ability to maintain accurate records of individual laboratory requirements across a range of subject areas and research projects.
7. Evidence of an ability to work independently and collegially.
8. Demonstrated excellent organisational and communication skills and ability to relate well to students and other University staff.
9. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.