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| **Position Description** |

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| **Technical Officer** | |
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| **Position No:** |  |
| **Department:** | Animal, Plant and Soil Sciences |
| **School:** | Life Sciences |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer (HEO5) |
| **Employment Type:** | Part-time (0.4 FTE), fixed-term |
| **Position Supervisor :**  **Number:** | Dr Monika Doblin  50142229 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

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

College of Science Health and Engineering – http://latrobe.edu.au/she

School of Life Science, Centre for AgriBioscience – http://latrobe.edu.au/agribio

**For enquiries only contact:**

Dr Monika Doblin: TEL: (03)90327422 | E: [m.doblin@latrobe.edu.au](mailto:m.doblin@latrobe.edu.au)

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| **Position Description** |

**Technical Officer – Part-time (0.4 FTE), fixed-term**

**Position Context**

This position will be based within the Bacic laboratory at the Centre for AgriBioscience (AgriBio), which is a $280M state of the art facility opened in 2013 at the La Trobe University Bundoora campus. The appointee will be part of the newly established La Trobe Institute for Agriculture & Food (LIAF). LIAF’s mission is to nurture and connect the critical mass of intellectual expertise required to meet the food and nutrition needs for a growing population in a resource-constrained world.

Specifically, the position will contribute to supporting the research of the Institute’s ARC Linkage Project on pilot-scale production of therapeutically-active cannabinoids from cannabis. Working with UTT Biopharmaceuticals, we aim to select elite clones from genetically diverse cannabis strains for yield of minor, but therapeutically-active, cannabinoids and in collaboration with The University of Melbourne develop pilot-scale production.

**Duties will include:**

* Perform molecular biology laboratory experiments including PCR, DNA cloning, restriction enzyme analysis and DNA sequencing.
* Grown, maintain and harvest plant tissues/seeds, plant tissue cultures and general laboratory services.
* Provide assistance with plant analysis including genotyping, metabolite and protein extraction work.
* Maintain detailed notes on experimental work in hard-copy and/or electronic form.
* Perform data entry and carry out basic data analysis as well as assist in preparing reports.
* Ensure the timely preparation, and subsequent clean up/disposal of chemicals, consumables and equipment for use in the research laboratories and facilities.
* Test, calibrate and maintain equipment required in our research laboratories. Arrange for servicing and repair of equipment if required.
* Maintain the research facilities as a clean, safe work environment in accordance with appropriate legislation and University guidelines. Carry out safety audits in labs, maintain safety documentation, ensure appropriate personal protective equipment is available and maintained. Maintain and keep current the general access first aid kits in labs, OH&S notices and emergency information.
* Monitor and maintain chemical and laboratory records/reports to meet both internal and external requirements.
* In consultation with academic staff, provide advice and assistance in the ordering of laboratory consumables and/or analytical equipment.
* Be responsible for storage and the maintenance of the laboratory’s inventory of chemicals, consumables and equipment.
* At all times conduct work in a safe manner and comply with OH&S instructions, policies and procedures.
* Undertake other tasks as directed.

**Key Selection Criteria**

**ESSENTIAL**

* Completion of an Honours degree in Science or Applied Science and relevant work experience; or an equivalent combination of relevant experience and/or education/training.
* Demonstrated experience in molecular biology techniques including PCR, DNA extraction, cloning and sequencing.
* Demonstrated experience in the operation and maintenance of scientific research equipment and facilities.
* High level planning and organising skills.
* Well-developed analytical and technical problem-solving capability.
* Highly developed written and oral communication skills to enable effective communication and consultation with a wide range and level of researchers.
* Ability to interpret and apply relevant and applicable policies, procedures and legislation in the day-to-day performance of the functions of the position.
* An excellent understanding and demonstrated experience in research including high-level interpersonal skills and the ability to respond to people positively, confidently and with respect.
* Proficiency in computer software packages such as Word, Excel, Outlook and databases.
* Well-developed understanding of Health & Safety regulations and procedures.

**DESIRABLE**

* Experience with growing and maintaining plants.
* Basic biochemistry skills such as protein extraction, SDS-PAGE and protein quantification assays.
* (Quantitative) RT-PCR experience.
* Microscopy skills (light, confocal and/or electron microscopy).

**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 which 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: