



## Position Description

<b>College/Division:</b>	College of Health and Medicine
<b>Faculty/School/Centre:</b>	John Curtin School of Medical Research
<b>Department/Unit:</b>	Australian Phenomics Facility
<b>Position Title:</b>	Material Support Technician
<b>Classification:</b>	ANUO 2/3 (Technical)
<b>Position No:</b>	TBA
<b>Responsible to:</b>	Area Supervisor, Material Support
<b>Number of positions that report to this role:</b>	Nil
<b>Delegation(s) Assigned:</b>	Nil

### PURPOSE STATEMENT:

The Australian Phenomics Facility (APF) within the John Curtin School of Medical Research (JCSMR) supports biomedical research activities by providing the highest ethical and welfare standards for laboratory animals and ensuring that genetic and microbiological control is maintained.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The ANU's Animal Experimentation Ethics Committee (AEEC) monitors and regulates the use of animals in research and teaching carried out at the ANU and ensures that all animal usage conforms to the ACT Animal Welfare Act (1992) and the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. We also refer to the Victorian Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits.

Under the direction of the Operations Manager and Coordinators, and working alongside other technicians in the facility, Material Support Technicians are responsible for the washing, preparation and sterilisation of supplies within the Animal Services of the APF. The role includes on-the-job training, involving learning by observation, reading and adhering to Standard Operating Procedures and supervised hands-on duties related to the objectives of research programs and the care of animals to the highest welfare standards.

#### Role Statement:

Under the general direction of the Section Coordinator (Material Support) and as per the Facility's Standard Operation Procedures, Material Support Technicians will undertake the following duties:

- Operation and routine maintenance of equipment within the facility including autoclaves, bottle fillers, decontamination chambers, vacuum hoppers, steam boilers and cage washers.
- Collection, arrangement and washing of soiled animal husbandry cages.
- Preparation of clean supplies including handling of animal husbandry cages, equipment and consumables with clean sterile techniques.
- Maintain quality control logs and record keeping for autoclaves, sterilisers, cage washers, reverse osmosis water systems and other equipment as directed.
- Complete daily checks of machinery, equipment and the work place to ensure work area meets with Standard Operating Procedures.
- Ensure efficient and thorough cleaning of the work areas and disposal of waste to maintain hygiene requirements.
- Assist in the receipt and inventory control of supplies and consumables to the Facility.
- Actively contribute to the development and implementation of Occupational Health and Safety procedures including risk identification and minimisation strategies for the Facility.
- Other duties as appropriate to the classification.

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

**Important Note**

- Vaccinations may be required to meet the expectations of this role.
- Tasks to be undertaken are of a physical and repetitive nature. A pre-employment medical may be required.
- Participation in a weekend and public holiday roster is required.
- This position is not suitable for individuals with existing allergic conditions.

**SELECTION CRITERIA:**

- Graduate of Year 12, preferably with English, mathematics and science or technical subjects OR previous relevant experience working in a fast paced, process driven environment.
- A demonstrated commitment to extending personal knowledge and understanding by undertaking training and education.
- An ability to maintain concentration and undertake repetitive work without distraction and work in an efficient manner defined by workflows and rosters.
- Sound oral and written English language skills including the ability to follow written or verbal instruction, basic computer skills including email and a demonstrated ability to keep accurate records.
- Ability to work effectively and harmoniously as part of a team in a semi isolated environment and to communicate openly and effectively with diverse groups including academic, general staff and students.
- Ability to abide by ANU Occupational Health and Safety Practices to meet the physical and repetitive demands of the position.
- A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

*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.*

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

	<b>Australian National University</b>	<h1 style="margin: 0;">Pre-Employment Work Environment Report</h1>
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**Position Details**

<b>College/Div/Centre</b>	College of Health and Medicine	<b>Dept/School/Section</b>	APF, JCSMR
<b>Position Title</b>	Material Support Technician	<b>Classification</b>	ANUO 2/3
<b>Position No.</b>	TBC	<b>Reference No.</b>	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

**Potential Hazards**

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>			
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>NON-IONIZING RADIATION</b>			
solar	<input type="checkbox"/>	<input type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CHEMICALS</b>			
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TASK</b>	<b>regular</b>	<b>occasional</b>	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IONIZING RADIATION</b>			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
<b>BIOLOGICAL MATERIALS</b>			
microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>	
genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
immunisations	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER POTENTIAL HAZARDS (please specify):</b>			

<b>Supervisor/Delegate Name:</b>		<b>Date:</b>	
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