



POSITION DESCRIPTION

Position:	5788 Senior Technical Officer (Research - Biosafety and Biosecurity)
Work Area:	Academic Support Unit
Classification:	University of the Sunshine Coast (Level 7)
Supervisor:	560 Team Leader, Research, Advanced Instrumentation and Analysis
Incumbent:	Vacant

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF THE ACADEMIC SUPPORT UNIT, TECHNICAL OPERATIONS

Technical Operations forms part of the Academic Support Unit and provides technical support to staff and students across multiple disciplines and campuses to fulfil the teaching and research goals of UniSC. Functional areas include compliance and operational safety; high risk placements and off campus activities; sport, exercise and science laboratories; clinical, nutrition, paramedic and engineering facilities. Technical Operations works collaboratively with UniSC's Schools and work areas to provide the expertise and technical support for innovative teaching, research excellence, and outstanding learning experiences for students, ensuring these core activities meet legislative and governance requirements.

PRIMARY OBJECTIVES OF THE POSITION

1. Provide technical leadership, specialist support and expertise to laboratory users and other stakeholders for the successful operation and administration of the research facilities
2. Promote and maintain compliance with legislation, regulations and Australian Laboratory Standards covering Biosafety and Biosecurity, health and safety, and the risk management framework to ensure successful research outcomes



NATURE AND SCOPE OF POSITION

Under broad direction of the Team Leader, Research and Advanced Instrumentation, the Senior Technical Officer (Research – Biosafety and Biosecurity) provides technical leadership, support and scientific expertise for the day-to-day operation, coordination, and administration of research facilities. The incumbent will be responsible for providing legislative and regulatory advice to UniSC personnel and performing compliance and governance duties with respect to Biosafety and Biosecurity.

This position will be responsible for ensuring that infrastructure, equipment, and facilities are functional, and that laboratory users are fully competent. The role is responsible for overseeing the maintenance and servicing of equipment and infrastructure within these research facilities. The incumbent would also be expected to collaborate with the Team Leader and Senior Technical Officer (Research; Moreton Bay) to perform administrative duties and develop operational procedures, work practices and learning materials that support UniSC research personnel across all campuses. Occasionally, the incumbent may be required to travel to multiple UniSC campuses, and to provide operational support and training to research and Technical Operations personnel.

KEY ACCOUNTABILITIES OF THE POSITION

1. Develop policies and programs to implement, lead, advise and promote compliance with relevant legislation and regulations covering Biosafety and Biosecurity, Australian Standards and health and safety.
2. Provide strategic support to laboratory users to foster and implement teamwork, flexibility, and excellence, while actively participating and developing a high-quality, positive work culture.
3. Provision of technical expertise to stakeholders to coordinate, educate and support safe operation of the research facilities to provide a positive and productive environment for laboratory users.
4. Maintain detailed knowledge of research operations, including equipment, personnel and research activities to provide professional service and ensure research outcomes are achieved.
5. Conduct audits of laboratory practices and facilities to ensure compliance with the OGTR, Biosecurity Approved Arrangements, Australian Standards, WHS and safe work procedures.
6. Prepare and manage a variety of reports, training programs, standard operational procedures, guidelines, records and other statutory requirements.
7. Applies specialist knowledge to advise stakeholders on relevant laboratory work practices, including biohazardous and chemical waste streams, microbiological containment, specialist techniques and equipment, such as microbiological, molecular and tissue culture techniques, SEM, confocal and fluorescent microscopes.
8. Work collaboratively across the ASU Technical Operations teams to provide technical assistance to a variety of stakeholders
9. Respond to emergency call-back situations occasionally and/or to critical events during on-call periods to attend to system failures.
10. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.



KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a relevant degree with at least four years subsequent relevant experience, or equivalent combination of relevant experience and/or education/training previous work experience in a research or clinical laboratory environment, and specialist expertise Biosafety and Biosecurity.
2. Demonstrated knowledge and expertise in microbiology, biotechnology, tissue culture and microscopy.
3. Demonstrated ability to administer, develop and implement guidelines, legislation and regulations including OGTR, Biosecurity, Australian Standards, risk management and WHS.
4. Demonstrated experience in maintaining chemical safety in a laboratory environment, including an understanding of safe disposal, dangerous goods classes, Scheduled Medicines and Poisons, and Chemicals of Security Concern.
5. Effective interpersonal skills, including the ability to:
 - a. communicate effectively verbally, in listening, and in writing;
 - b. operate effectively both as a member of a team and independently;
 - c. use initiative in adapting to change and new situations;
 - d. work under minimal supervision in a high-volume work environment; and
 - e. manage clients, staff and personnel.
6. Experience in management of facilities with a complex set of functions and significant resources, and demonstrated ability to effectively manage time within an environment of competing demands.
7. A demonstrated commitment to maintaining a high standard of service in research or clinical laboratories and the ability to train personnel, document and monitor performance.
8. Strong analytical and independent critical thinking skills relevant to research or clinical laboratory activities in a PC2 environment.

Additionally, in accordance with the University's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of the University.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.