



**Australian
National
University**

Position Description

College/Division:	ANU College of Science / Health and Medicine
Faculty/School/Centre:	The John Curtin School of Medical Research
Department/Unit:	Biomolecular Resource Facility
Position Title:	Senior Technical Officer
Classification:	ANU Officer Grade 7
Position No:	TBC
Responsible to:	
Number of positions that report to this role:	0
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 Biomolecular Resource Facility (BRF), JCSMR and the Scientific Programs Team (SPT), Australian Phenomics Facility (APF), JCSMR collaborate with an external stakeholder to produce high quality internationally recognised biomedical research.

Position Dimension & Relationships:

The Senior Technical Officer works under the direction and supervision of the BRF Manager and will also work closely with fellow BRF and Scientific Programs Team staff. The Senior Technical Officer will be responsible for implementing and running a large scale, high volume RNAseq project. The Senior Technical officer will be responsible for metadata curation, RNA library construction, QC, sequencing, data transfer whilst maintaining quality standards and turnaround time for this project. They will also work closely and liaise with the Australian Phenomics Facility (APF), APF IT staff, ANU Bioinformatics Consultancy, National Computing Infrastructure and other internal and external stakeholders and consumables providers.

Role Statement:

Under broad supervision the Senior Technical Officer will:

1. Research, develop, implement and perform experiments such as, boutique highly multiplexed RNA-seq library preparation, nucleic acid purification and quantification, QC analysis and High Throughput Sequencing in the BRF/SPT as required by the client and under limited supervision.
2. Provide high level technical advice to stakeholders on a range of functions including experimental design, implementation and risk assessments of project experimental protocols.
3. Supervise and manage a complex, high throughput research project with the responsibility to deliver an accurate service to a commercial client with contractual milestones and timelines.
4. Accurate recording of sample metadata, experimental processes and the analysis of experimental outputs to assist in the preparation of data for external clients and research publication.
5. Take responsibility for the maintenance, running, diagnosis and problem solving of relevant equipment and systems.
6. Complete general administration duties associated with BRF and RNAseq project including the preparation of reports, ensuring safe working practices, WHS requirements and compliance protocols for regulatory requirements are met.

7. Oversee the management of inventories, including the preparation and/or ordering of supplies and collating cost estimates for the RNA-seq project and participate in the general maintenance of BRF facility and labs, but not limited to waste disposal, washing, cleaning, setting up and packing down lab equipment as required.
8. Liaise with academics, staff and other stakeholders within and external to the ANU to facilitate desired project outcomes.
9. Take a lead role in Work Health and Safety (WHS) and make active contribution towards the practice and compliance process in the WHS space.
10. Other duties as required, consistent with the classification of this position.
11. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. A Bachelor of Science Degree with subsequent relevant experience in molecular biology, or extensive experience (minimum 4 years) and specialist expertise with equivalent combinations of relevant experience and/or education/training.
2. Extensive experience in Molecular Biology specifically including wet laboratory based manipulation of DNA and/or RNA.
3. Demonstrated success in providing direction and managing and prioritising work plans to achieve operational outcomes and meet deadlines including the ability to accurately process large numbers of samples.
4. Demonstrated experience in **one** or more:
 - Constructing libraries for Next Generation DNA sequencing
 - Running Next Generation DNA sequencing instrumentation
 - Basic skills in genomic bioinformatics
 - Databases and tracking systems for accurate organization/documentation of samples, data and results.
 - Experience with robotics platforms
5. A demonstrated ability in setting up new complex projects or leading projects including the ability to work independently to interpret data, troubleshoot complex equipment and molecular procedures.
6. A demonstrated ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
7. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
8. 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:	Stephanie Palmer	Uni ID:	

References:

[General Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM	Dept/School/Section	JCSMR.BRF
Position Title	Senior Technical Officer	Classification	ANU07 (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

<ul style="list-style-type: none"> 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Stephanie Palmer	Date:	17/05/2021
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