



POSITION DESCRIPTION

Department of Anatomy and Neuroscience
Faculty of Medicine, Dentistry and Health Sciences

Flow Cytometry Operator

POSITION NO	0032425
CLASSIFICATION	PSC6
SALARY	\$79,910 - \$86,499 per annum
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part-time (0.8 FTE) to Full-time (1.0FTE) by negotiation
BASIS OF EMPLOYMENT	Fixed term for 2 years with possibility of extension Fixed term contract type: Research
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Vanta Jameson Tel +61 3 9035 8536 Email Vanta.jameson@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Melbourne Brain Centre Flow Cytometry Facility is a key operational node of the University of Melbourne Cytometry Platform, providing expert flow cytometry services to University and external researchers on a fee-for-service basis

The Flow Cytometry Operator reports directly to the Flow Cytometry Facility Manager and is responsible for operating instruments within the Melbourne Brain Centre's Flow Cytometry Facility, which includes both sorters and analysers. The operator will assist in ensuring that the facility is organised, serviced and maintained to the maximal benefit for all the users, both University and external clients. This position will be required: to routinely operate the FACS sorters for researchers; assist with training of researchers in the use of FACS analysers: operation of FACS analysers as required; ensuring that all FACS instruments are properly maintained. The Operator will be given appropriate training on the relevant instruments.

1. Key Responsibilities

- ▶ To operate the Facility's sorters in a timely and scheduled manner to allow maximal use by department staff and external clients
- ▶ Ensure timely maintenance and servicing for all the equipment within the facility. This is critical as the FACS facility forms a vital part of the research effort of the Department
- ▶ To quickly identify and resolve problems with the flow cytometers
- ▶ Provide specialised technical advice for researchers on experimental design for flow cytometry experiments and sorting utilising the full capabilities of the multi-parameter flow cytometers
- ▶ To maintain the Facilities OGTR PC2 status, including developing and writing of Standard Operating Procedures, training records and risk assessments.
- ▶ To train and supervise researchers using the analysers within the Facility
- ▶ To train staff that may be employed to help operate the sorters and analysers within the facility
- ▶ To communicate regularly and effectively with supervisors and other research staff members
- ▶ To co-ordinate, in conjunction with the Flow Cytometry Facility Manager, the day to day running of the Flow Cytometry Facility including the on-line booking system
- ▶ Maintain an adequate supply of key reagents and materials to operate the various machines
- ▶ To comply with good laboratory practices
- ▶ To handle infectious materials safely within the FACS Facility according to PC2
- ▶ Liaise with other Flow Cytometry operators within the University and other institutes and universities as required
- ▶ Perform other tasks and duties as required by the Head of the Facility and the Head of the Department.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree (BSc) with Honours in biological sciences
- ▶ Extensive experience and competence with the setup, operation, maintenance and trouble-shooting of multi-colour flow cytometric sorters and analysers
- ▶ Demonstrated ability to work independently with broad direction from the supervisor
- ▶ High level of communication and organisational skills with the capacity to handle multiple demands, prioritise tasks and meet deadlines
- ▶ Proven ability to interact with multiple researchers and external users
- ▶ Demonstrated ability with respect to record keeping and maintaining experimental records
- ▶ Experience in adapting and updating current policies and procedures
- ▶ Demonstrated commitment to providing excellent customer service
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

2.2 DESIRABLE

- ▶ Experience in genomics research including key techniques
- ▶ Research experience or graduate level qualification in a relevant field
- ▶ Willingness to work with some flexibility in work hours – e.g. starts work at 11:00-and finish at 7:00pm.
- ▶ Experience in or an understanding of the higher education sector

2.3 SPECIAL REQUIREMENTS

- ▶ The appointee must show vaccination records or agree to being vaccinated as the Department feels essential for personal protection
- ▶ Undertake training in Laser safety and management

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under general to broad direction depending upon experience and the complexity of the tasks.

The incumbent may have extensive supervisory and line management responsibility for technical, clerical, administrative and other non-professional staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for

resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in the work area's existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, and to adapt those procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 BREADTH OF THE POSITION

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 ANATOMY AND NEUROSCIENCE

<http://biomedicalsciences.unimelb.edu.au/departments/anatomy-and-neuroscience>

Our research in neuroscience, cell and developmental biology, and anatomical sciences aims to understand fundamental biological mechanisms in order to develop new treatments for injury and disease states. Our researchers are located in the Medical Building and the Melbourne Brain Centre, and include research teams from Stem Cells Australia and the Melbourne Brain Centre Imaging Unit. The Department has excellent research facilities, including confocal, fluorescence and live cell imaging microscopes, laser capture dissection, tissue culture facilities, an excellent histology laboratory and a new molecular biology suite. Our Department also hosts the Australian Phenomics Network Histopathology and Organ Pathology Service, providing detailed histological phenotyping and digital scanning of data from mutant mice. The synergy between these activities provides a vibrant environment for undergraduate and postgraduate training, and a friendly and supportive intellectual community to encourage development of early career researchers.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based

industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security,

sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>