



Australian
National
University

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	Research School of Chemistry
Position Title:	Technical Officer
Classification:	ANU Officer 4/5 (Technical)
Position No:	
Responsible to:	Workplace, Health and Safety Manager RSC
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The Research School of Chemistry carries out research and teaching across a broad range of chemistry sub disciplines and is located across three buildings on the ANU Acton Campus. The technical officer undertakes a range of duties across the day-to-day operational services of the School including chemical handling and management support specifically related to the ANU Chemical Management System (CMS) as well as support with running the RSC Stores. The Technical officer must be experienced with work in a chemical environment.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships: The occupant of this position will directly report to the RSC WHS Manager and will work as part of a small team undertaking a range of duties related to the maintenance, support and compliance with regulatory requirements associated with the ANU Chemical Management System (CMS)

Role Statement:

Under the general direction of the WHS manager the Technical Services Officer will:

1. Coordinate and support the use of the CMS in all aspects of chemical handling and management in RSC including but not limited to;
 - Develop and provide training in all relevant CMS modules
 - Drive the implementation of CMS pre-purchase approval process for all chemicals
 - Manage add and review all RSC user access and CMS folder structures
 - Undertake audits across RSC ensuring CMS data correlates to actual Chemical holdings
 - Drive implementation of compliant chemical labelling
 - Ensure high-turnover hazardous chemicals such as common solvents and waste are appropriately recorded in the CMS
2. Provide technical and / or administrative support to the RSC Facilities and Infrastructure and Work Health and Safety groups.
3. Assist with store related tasks such as asset registration, issuing supplies, stocktakes, particularly in times of Purchasing Officer absences;
4. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
5. Undertake other duties as require, consistent with the classification of the position.

Selection Criteria:

1. Honours degree in chemistry or equivalent qualification with practical experience in a relevant field;
2. Demonstrated experience in handling a wide variety of hazardous chemicals and understanding of the importance revolving around segregation and appropriate chemical labelling;
3. Proven ability to work both independently and as part of a collaborative team;
4. Demonstrated ability to learn, operate and navigate a range of computer-based systems experience in ChemWatch highly desirable;
5. Demonstrated ability to write concise procedures and instructions, to communicate ideas and results, and to provide training to a wide range of stakeholders;
6. Well-developed verbal and written communications skills, with the proven ability to exercise judgement, follow direction, prioritise tasks and meet deadlines in a busy environment.
7. Demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CPMS	Dept/School/Section	RSC
Position Title	Technical Officer	Classification	ANU 4/5 (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"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights		<input 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 type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>
allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input checked="" type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Torsten Schwich	Date:	
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