TECHNICAL OFFICER, BIOBANKING VICTORIA

DEPARTMENT/UNIT	Department of Medicine, School of Clinical Sciences at Monash Health
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 4
DESIGNATED CAMPUS OR LOCATION	Monash Medical Centre

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy. Our Faculty offers the most comprehensive suite of professional health training in Victoria.

We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences. In 2022, our Nursing and Midwifery climbed to the rank of 14th in the world and 1st in Victoria in the QS World University Rankings.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life.

Contributing to the global health care agenda, the Faculty aspires to lead in all areas of its research and education activity, collaborating to influence local, national and international policy to improve health and social outcomes, and reduce health inequity.

We've made a major impact in the world of medical research and are globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub. To learn more about the Faculty, please visit www.monash.edu/medicine.

The **School of Clinical Sciences at Monash Health (SCS)** is one of the nine schools of the Faculty of Medicine, Nursing and Health Sciences at Monash University, and is now the third largest school within the Faculty and its largest clinical school. Most of the research and teaching activities of the School are based near the main university campus, at Monash Medical Centre (MMC) Clayton. Monash Medical Centre is the major tertiary referral hospital for Monash Health, which serves a population of over 1.5 million people and is Monash University's largest hospital partner. The School's annual budget is in excess of $160M. In typical years, total research income received through the School is approximately $70M. SCS researchers are responsible for 20-25% of Monash University's research revenue.

The School of Clinical Sciences at Monash Health is a major teaching resource for Monash as its largest deliverer of clinical teaching in the medical student curriculum and the host of its Nutrition degrees. Medical student teaching is coordinated by the Directorate of Undergraduate Medical Education with teaching activities extended to a number of Monash Health sites including Dandenong, Casey, Moorabbin Hospital, and Kingston Centre. The School also has established links with other parts of the Faculty and other Monash faculties including the Be Active Sleep Eat (BASE) facility, located at the Notting Hill campus, where the Department of Nutrition, Dietetics and Food is located.

Basic, clinical, and translation research are undertaken by the departments of the School: Medicine, Nutrition, Dietetics & Food, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Surgery, Imaging and their associated University Research Centres. In addition, the Hudson Institute of Medical Research represents its association with Monash University by its staff and students comprising the Department of Molecular Translational Science within the School of Clinical Sciences. SCS has over 200 PhD students; it also supports students completing a BMedSc(Hons) or MPhil, often in conjunction with medical training.

Researchers of the School collaborate closely with relevant clinical areas in Monash Health and many of the School's principal investigators are clinician-scientists who are leaders in the health service. The School has a strong tradition of training in this area, including what is believed to be the largest number of clinicians enrolled in higher degrees by research of any teaching hospital school in Australia. See more at: www.monash.edu/medicine/scs.

The **Department of Medicine** is the largest Department within the School of Clinical Sciences at Monash Health, comprising more than 200 staff, including more than 50 EFT academic staff and 70+ PhD students, the majority also being medical specialists. The academic activities are divided into large research themes, including three University Centres. The Centre for Inflammatory Disease has the largest numbers of academic staff and covers many associated disciplines of Internal Medicine, including rheumatology, immunology, nephrology, gastroenterology and infectious diseases. Other research groups, many of which are populated by Monash Health Department Heads or clinician scientists, include Bone and Muscle Research, Oncology, Haematology, Stroke and Ageing, and Emergency Medicine Research. However, its structure is not specifically aligned to the service divisions of Monash Health (e.g. specialty medical units). The Monash Cardiovascular Research Centre, currently shared between the Departments of Medicine and Surgery, will move to the Victorian Heart Hospital in 2022-2023, as part of the new Victorian Heart Institute. A key research group in the Department is Precision Medicine, which aims to advance targeted diagnostic tools and treatments for chronic diseases, including breast and prostate cancer. Precision Medicine has also developed Biobanking Victoria, a Monash University

initiative supported by the Victorian State Government, developed in collaboration with RUCDR Infinite Biologics, New Jersey. The Department of Medicine's major overriding research theme is Healthy Ageing to allow "Thriving Communities", one of the three pillars of Impact in the Monash University Strategic Plan 2021-2030. The integration of research activities among the Department of Medicine research groups and Centres, together with our established and strong national and international collaborations, will enable us to powerfully contribute to thriving communities globally. See more at: www.monash.edu/medicine/scs/medicine/home.

POSITION PURPOSE

The Technical Officer provides a variety of professional and high-quality technical services to support the operations of the Biobanking Victoria and Precision Medicine. The incumbent applies theoretical and technical knowledge to manage biological sample management and controlled environment storage to support the delivery of the Precision Medicine program outcomes. A focus of this position will include biological material processing, the management of approved requests for biological material and equipment maintenance, while ensuring an ISO 20387:2018 compliant and safe operating environment. The position requires the incumbent to deliver biological material of great value to local, national and international destinations with the highest level of efficiency, professionalism and standard.

The Technical Officer works closely with the Chair of Precision Medicine and the Manager of Biobanking Victoria to understand the research/service requirements and operates with excellence in process and judgement to provide sound and timely advice and technical services support.

Reporting Line: The position reports to the Manager of Biobanking Victoria

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Assist with the conduct of experiments, research trials and/or studies through: set-up, calibration, installation, testing, maintenance and servicing of equipment, storing and administering materials and specimens samples, chemicals other materials according to standards and protocols, undertaking tests, scientific or technical procedures
2. Provide guidance and basic advice to clients, staff, students and other stakeholders in the area of technical expertise, including use of equipment and compliance with standard operating procedures
3. Maintain the workspace, including attending to equipment, ordering and replenishing supplies, safely disposing of hazardous materials and keeping the area in a safe and tidy condition
4. Undertake data collection, record results and perform routine data analysis/evaluation
5. Provide feedback on and implement continuous improvement activities relating to project, research or technical procedures
6. Comply with standard operating procedures and Occupational Health and Safety (OHS) instructions, policies and procedures and take steps to identify and escalate OHS risks where appropriate
7. Maintain open and effective channels of communication with staff, clients and other stakeholders
8. Comply with ISO 20387:2018 quality management system
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

- A diploma level qualification with relevant work related experience; or
- an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Analytical, technical and data analysis skills and a demonstrated capacity to apply effective technical methods, processes and systems

3. Sound organisational and time management skills, including the ability to perform high-volume tasks to meet deadlines, maintaining a high degree of accuracy and consistency

4. Ability to exercise judgement on work methods and task sequence and adhere to standard procedures/practices

5. Ability to work as an effective member of a team as well as independently under general supervision

6. An ability to acquire knowledge of and apply policies and procedures, such as OHS and standard operating procedures

7. Well-developed communication skills, including the ability to draft basic documentation and interact positively with colleagues and clients

8. Demonstrated computer literacy and ability to quickly adapt to and learn new systems

9. Experience with advanced technologies including equipment and software (including automated equipment and robotics), and demonstrated ability to quickly adapt to and learn new systems

10. Experience with working in a NATA accredited environment including molecular diagnostics and or biobanking

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.