|  |  |
| --- | --- |
| ANU_LOGO_mono black_FA.jpg | Position Description |

|  |  |
| --- | --- |
| **College/Division:** | ANU College of Health & Medicine |
| **Faculty/School/Centre:**  | The John Curtin School of Medical Research  |
| **Department/Unit:**  | Biomolecular Resource Facility |
| **Position Title:**  | Technologies Specialist |
| **Classification:** | ANU Officer Grade 8 (Technical) |
| **Position No:** | 14957 |
| **Responsible to:** | Manager, Biomolecular Resource Facility |
| **Number of positions that report to this role:** | 0 |
| **Delegation(s) Assigned:** | D6 |

|  |
| --- |
| **PURPOSE STATEMENT:**The Biomolecular Resource Facility (BRF) provides a high quality service in the areas of Genomics, including High Throughput Sequencing (HTS), Sanger sequencing, Genotyping and the ANU Centre for Therapeutic Discovery (ACTD) for users. In addition the BRF Sequencing team also forms part of Canberra Clinical Genomics for diagnostic sequencing. This position will provide a key role assisting the BRF manager in developing and implementing strategically important laboratory based and operational procedures, and assisting with compliance requirements. In addition, this position will work with the BRF Team Leader (Sequencing) to provide HTS services to clients at the ANU and external agencies including processing clinical samples under NATA accreditation.**KEY ACCOUNTABILITY AREAS:****Position Dimension & Relationships:** The Technologies Specialist works under the direction and supervision of the Manager, BRF and will also work closely with the lead staff of the BRF Sequencing, ANU Centre for Therapeutic Discovery (ACTD), Genotyping teams and the ANU Centre for Bioinformatics Consultancy. The Technologies Specialist will be responsible for operational functions; scheduling and directing work plans for strategic BRF projects; building professional relationships with internal and external clients with a commitment to customer service; working with the BRF Senior Technologies Specialist and Team leaders for transitioning boutique protocols to standard workflows; maintaining process and quality standards. The Technologies specialist will work closely with the BRF Sequencing team and liaise with internal and external facility clients such as CSIRO and ACT Health and equipment and consumable vendors.**Role Statement:**This role is 50% laboratory based and 50% office based. Under the broad direction of the BRF Manager the Technologies specialist will: * Provide high-level strategic and technical advice to the Manger, BRF, the Senior Technologies specialist, the Academic head of the BRF and users of the Facility in support of the design, development and implementation of new technologies and equipment to support researcher requirements.
* Deliver consultancy and expertise to lead and participate in strategic HTS BRF projects such as migrating Next Generation Sequencing (NGS) library protocols onto platforms including but not limited to ECHO liquid handlers; and the amplicon based NGS method for genotyping genetically modified mice.
* Provide high level role in developing/assisting the development of strategic and operation documentation for the BRF (the Sequencing, ACTD, Genotyping teams) such as grant applications for new equipment, exemption from tender documentation and external stakeholder documentation
* Assess, implement and oversee technically complex equipment and software within the facility.
* Liaise with academics, staff and other users both within and external to the ANU to facilitate desired project outcomes.
* Maintain a working knowledge of best practise technical procedures to develop, manage and oversee the training, development, and mentoring of staff in relation to specialised technologies and equipment.
* Play a key role in the development of the BRF’s Standard Operating Procedures (SOP’s) and NATA compliance documentation, records, and new protocols in relation to both internal and external demands and assisting with implementation and maintenance of these requirements.
* Take a leadership role in the development and implementation of University-wide strategies and policies, in liaison and collaboration with internal and external stakeholders. Actively participate and make a significant contribution in a range of outreach/marketing strategies, workgroups and networks across campus, as required.
* Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
* Undertake other duties as required consistent with the classification of the position and in line with the principle of multi-skilling.
 |

|  |
| --- |
| **SELECTION CRITERIA:**1. Progress towards or postgraduate qualifications in Molecular Biology with additional extensive experience in at least one or more of the following areas: managing strategic relationships, customer service or strong communication skills.
2. Extensive experience in Molecular Biology specifically including wet laboratory based manipulation of DNA and RNA.
3. Demonstrated success in providing direction and managing and prioritising work plans to achieve operational outcomes and meet deadlines. Additional experience in generating strategic reports, marketing information and financial decisions is beneficial.
4. Demonstrated experience in **one** or more:
* Constructing libraries for Next Generation DNA sequencing
* Experience with robotics platforms or basic data management.
* Running Next Generation DNA sequencing instrumentation
* Experience with Sanger sequencing and associated analysis software.
* Client Management/LIMS systems to organize and collate samples, data and results
1. Highly proficient written and oral communication skills including the ability to interact effectively with a diverse range of people and ability, and a willingness and ability to train others in the use of new technologies and procedures.
2. 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.
3. A high level of knowledge and understanding of Occupational Health and Safety practices and Biological Safety. This includes experience with compliance and relevant documentation, records, new protocols and SOPs to ensure high standards and quality outcomes.
4. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.
 |
| **Supervisor/Delegate Signature:** |  | **Date:** | 30/5/19 |
| Printed Name: | Stephanie Palmer | **Uni ID:** |  |

|  |
| --- |
| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

|  |  |
| --- | --- |
|  | Pre-Employment Work Environment Report |

# Position Details

|  |  |  |  |
| --- | --- | --- | --- |
| **College/Div/Centre** | CHM | **Dept/School/Section** | JCSMR/BRF |
| **Position Title** | Technologies Specialist | **Classification** | ANU08 (Technical) |
| **Position No.** | 14957 | **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.

1. 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.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. 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
4. ‘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

|  |
| --- |
| 1. 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 | [x]  |  | [ ]  |  | laboratory work | [x]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [x]  |
| repetitive manual tasks | [x]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [x]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [x]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [x]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [x]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [x]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [x]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [x]  |  | clinical specimens, including blood | [ ]  |  | [x]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [x]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |