

Position Description – Senior Technical Officer (Research Support)

Updated 16 March 2024

POSITION DETAILS	
College	College of Science and Engineering
Organisational Unit	ARC Training Centre for Biofilm Research & Innovation
Supervisor	Director of the ARC Training Centre for Biofilm Research & Innovation
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Under general to broad direction, the Senior Technical Officer (Research Support), will be responsible for supporting laboratory operations within the ARC Industrial Transformation Training Centre for Biofilm Research and Innovation which is funded until mid 2028. Coordinating controlled environment infrastructure, culture facilities, specialist equipment, and asset lifecycle management. They will work within a team environment however determine their own priorities and work plans consistent with objectives of the role.</p> <p>Working collaboratively with a range of internal and external stakeholders they will identify, provide, and maintain specialist equipment, controlled environments, and facilities to support the ARC Training Centre’s research activities. The position involves developing and implementing operational procedures to facilitate optimal usage of the centrally managed facilities, provision of training for students and researchers and ensuring regulatory compliance in the facilities.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University’s objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one’s supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University’s Work Health and Safety, Injury Management and Equal Opportunity policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Senior Technical Officer (Research Support) is accountable for:

1. Coordinating core shared ARC Training Centre's wet laboratory/specialised equipment and controlled environment infrastructure.
2. Implementing and maintaining a booking system and asset lifecycle management system.
3. Coordinating the annual Controlled Environment Audit, developing, and maintaining a Controlled Environment sample database.
4. Assisting in the identification and management of existing and new infrastructure including development and provision of training and coordinating preventative maintenance contracts.
5. Training laboratory facility personnel with WHS and Biosafety procedures and liaising with WHS Unit and the Biosafety Ethics Officer as required.
6. Coordinating overarching WHS within the core laboratory facilities including hazard management, Chemwatch and workplace inspections.
7. Working collaboratively with a range of stakeholders including ARC Training Centre's researchers, College researchers and Property Facilities and Development.
8. Assisting in the management of controlled environments, culture facility and specialist equipment including preparation and ongoing monitoring of annual budgets.
9. Contributing to the preparation of reports, procedures, funding requests and maintenance of databases.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree with subsequent relevant experience; or, extensive experience and/or specialist expertise or broad knowledge in technical fields; or an equivalent combination of experience and/or education and/or training.
- Demonstrated extensive experience of working in a technical scientific environment, coordinating a research facility, and working with a broad range of core specialist equipment supporting research including culture, centrifugation and controlled environments.
- Demonstrated experience of working in a PC1 or PC2 laboratory and knowledge of regulatory requirements under the Gene Technology Act and Work Health and Safety (WHS) legislation.
- Demonstrated experience in the delivery of Inductions and training in the use of and safe operation of specialist research equipment.
- Demonstrated proficiency in MSOffice suite and University software programs with the ability to carry out administrative tasks such as writing laboratory procedures, reports and maintaining databases.

- Some knowledge of the University finance system and procurement procedures.
- Demonstrated knowledge and ability to negotiate with relevant suppliers to address repair, maintenance issues and equipment needs of the ARC Training Centre.
- Well-developed oral and written communication skills and interpersonal skills, including experience in building relationships and networks with a broad range of internal and external stakeholders.
- Demonstrated high level organisational and administrative abilities, including the ability to be proactive and take initiative in problem solving, set priorities, meet competing deadlines, and make sound independent judgements.
- Sound knowledge and experience in the application of the University WHS policies and procedures.
- Demonstrated ability to work effectively both autonomously and in a team environment.
- Being available, if required after-hours in case of essential controlled environment equipment breakdown.

FEMINAL