

POSITION DESCRIPTION

Page 1 of 3

TITLE:	Scientific Officer		
FACULTY/OFFICE:	Faculty of Science	DEPT:	Biology
REPORTS TO TITLE:	Technical Team Manager		
AUTHOR TITLE:			
POSITION NUMBER:		HEW LEVEL:	
APPROVED BY:	Executive Dean	DATE:	Nov 2009

A POSITION PURPOSE

To support teaching and learning objectives through provision of technical support in teaching laboratories, as assigned, including:

- ongoing set up and technical support for practical classes as assigned;
- maintenance of equipment, experiments and associated documentation;
- maintain occupational health and safety operations including risk management in the laboratory.

B PRIMARY ACCOUNTABILITIES

- Logistical planning of practical component of undergraduate unit (eg. timely planting of seeds, booking of equipment, laboratory and computer rooms etc.)
- Liaise with academic staff for practical class/lecture planning
- Source and/or collect plant and animal materials required for practical classes
- Prepare chemicals, biological material and equipment for practical classes
- Prepare and maintain equipment for practical classes
- Maintain master copies of laboratory notes and practical class set up procedures
- Test practical protocols
- Supervise and implement compliance with OH&S legislation in the teaching laboratories
- Demonstrate techniques, equipment and procedures to staff and students
- Assist with the administration of the practical component of units

Other

- Any other duties within the staff member's level of competence as required

C REPORTING RELATIONSHIPS

Reports directly to the Technical Team Manager. This position has no subordinates.

POSITION DESCRIPTION

Page 2 of 3

D ORGANISATIONAL RELATIONSHIPS

The Scientific Officer will work with Academic and other scientific and laboratory support staff to ensure the practical components of courses are planned, developed and run in accordance with the areas rules, regulations, processes and techniques.

E SUPERVISION AND INDEPENDENCE

The position works independently on a daily basis to achieve objectives, it is required to anticipate and identify issues and provide advice in terms of formulating effective procedures for achieving a result. The incumbent is required to maintain a safe work environment in the undergraduate teaching laboratories and is required to assist in unit administration (eg. maintenance of class records and laboratory notes, liaison with the Centre for Open Education and library, student enquiries etc.)

F PROBLEM SOLVING AND JUDGEMENT

Judgement required to:

- make decisions in context of prescribed goals and policies,
- organise priorities and manage time,
- maintain safety including development of safe work method statements, other risk reduction strategies and advise students on safety procedures and class protocols
- assess methods and equipment for undergraduate practical classes,
- alter and adapt materials and techniques suitable for practical class requirements,
- assess problems encountered during laboratory sessions.

The position is required to:

- solve problems arising in planning for, and during, practical classes (eg as a result of equipment malfunction, student error, unavailability of materials/consumables from normal suppliers etc.);
- determine most appropriate course of action for repair of equipment taking into account cost/time/quality issues including on site repair, repair through METS or other service or recommendation for purchase of new; and
- as part of a team be involved in resolution of problems involving multiple stakeholders.

G RECOURSE TO HIGHER LEVEL

- Access to all levels of Department, Faculty and University as required
- For complex Human Resource advice recourse to the Faculty's HR manager
- For technical / scientific advice recourse to identified internal or external expert
- For questions on OH&S recourse to the Faculty or University OH&S Manager

H DELEGATIONS

\$1,000 Credit Card (if required)

POSITION DESCRIPTION

Page 3 of 3

I QUALIFICATIONS AND SKILLS

- A relevant degree or equivalent combination of experience, education and/or training; especially in the field of Physiology
- Knowledge of and demonstrated ability to perform current molecular techniques
- Good written and interpersonal communication skills including the ability to liaise with staff and students and work as a member of a team
- Good organisational skills including planning, prioritisation, time management and initiative
- Proficiency with common word processing, spreadsheet, email and internet applications
- Understanding of and commitment to occupational health and safety and equity practices and the ability to apply them in the workplace

Desirable

- Experience with smart boards, digital cameras and image analysis software
- Experience in university undergraduate laboratories
- Experience with Blackboard or Web CT software applications
- Current drivers Licence