

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:	Position Title:	LABORATORY FACILITIES OFFICER		
Division:	Research Services & Innovation	Department:	Research Governance & Platforms	
Position reports to: (role)	Laboratory Manager			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco & Bioresources, PCH			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>The primary purpose of this position is to help support and maintain shared equipment and facilities, and be involved with all aspects of ordering and distribution of laboratory consumables. The position will provide functional support to assist researchers with moving to our New Home (QEI site), particularly with the movement of samples and reagents. The position will help support the efficient operation of laboratories at a high standard, and where applicable assist researchers with basic laboratory methods within area of expertise.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Housekeeping: Support and clean shared equipment and facilities</p>	<p>10% pre move 50% post move</p>	<ul style="list-style-type: none"> • Ensure compliance with Australian Laboratory Standards and the Office of Gene Technology Regulator (OGTR), by following standard operating procedures and work instructions • Weekly de-icing of seals of -80 freezers • Support researchers and maintain schedule for regular defrost of -20 and -80 freezers according to the manufacturer's recommendations • Cryogenic monitoring and support – N2 committee member and rostered monitor • Support researchers and maintain schedule for regular cleaning of incubators and waterbaths • Support researchers and maintain schedule for regular cleaning of biosafety cabinets and fume hoods • Support researchers and maintain schedule for regular cleaning of centrifuges • Support scheduling and autoclaving of GMO waste material • Regular cleaning of sinks in open and specialised laboratories • Liaise with Researchers, Facilities and the Laboratory Manager to support the repair, service and replacement of basic equipment as required, including asset tagging of new equipment • Weekly clean of balance room, ordering and restocking of shared chemicals, including maintaining ChemAlert database • Co-ordinate disposal of chemical waste in conjunction with Facilities • Fortnightly flushing of eye wash stations and check of first aid stations and safety equipment • Restock laboratories with 80% ethanol, gloves, pyroneg, shared consumables • Other duties as directed by the Laboratory or Facilities Manager 	<ul style="list-style-type: none"> • Creation and maintenance of scheduled house-keeping of shared areas • Shared areas are clean & tidy and functional for end users at all times. • Reduced BERT (Building Emergency Response Team) callouts due to freezer or other equipment failure • Reduced breakdown of equipment • Improve efficiencies in laboratory areas 	<ul style="list-style-type: none"> • Feedback from researchers • Auditing and inspection of laboratories by the Laboratory Manager. • Feedback from Facility team
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<p>Sample and reagent relocation</p>	<p>40% premove, 0% post move</p>	<ul style="list-style-type: none"> • Assist Laboratory manager with the mapping of sample relocation to new cryogenic tanks, -80 and -20 freezers • Assist researchers with the physical relocation of samples and reagents, including cryogenic samples • Assist researchers with the segregation and transport of dangerous goods for relocation • Other duties related to the movement of the laboratories to our New Home 	<ul style="list-style-type: none"> • More support for researchers during relocation • Reduced risk to users and loss of samples with well-planned relocation and support • Reduced risk of transport of infectious and hazardous material 	<ul style="list-style-type: none"> • Feedback from researchers and Laboratory Manager • No reports of frostbite, compliance with OGTR and transport of dangerous good guidelines • Low incidence of loss of samples or reagents during transport
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<p>Supply chain administration of laboratory consumables</p>	<p>40% pre move, 40% post move</p>	<ul style="list-style-type: none"> • Audit of current stocks of consumables with researchers and mapping relocation to New Home • Assist with the implementation and process of purchasing shared consumables and reagents prior to the move • Purchasing laboratory consumables in accordance with the Institute’s policies and procedures • Maintenance of stocks for of all shared laboratory and general consumables in conjunction with Facilities and Bioresources • Assist and train researchers to purchase group specific consumables • Transport and distribution of all delivered laboratory consumables and reagents from loading dock to laboratory zones with Facilities • Provide back-up to Facilities when required in loading dock and basement area • Restocking of consumables in shared areas and maintenance of optimum stock levels • Ongoing liaison with the Procurement team to ensure optimum outcomes are achieved from laboratory consumable purchasing activities • The development and maintenance of positive, productive and efficient relationships with the Institute’s laboratory consumable providers • Timely resolution of supply issues as they arise • Expedite orders to ensure timely delivery • Provide general purchasing support to researchers • Assist the Procurement team with ad hoc lab based purchasing initiatives 	<ul style="list-style-type: none"> • Achieve process efficiencies, improve availability and reduce the cost of shared consumables • Maximise space and functionality in the New Home • Support researchers to order and maintain consumable stocks 	<ul style="list-style-type: none"> • Feedback from researchers • Feedback from the Laboratory and Facilities Manager • Feedback from Procurement team
<p>Secondary duties</p>	<p>10% pre and post move</p>	<ul style="list-style-type: none"> • Provide back-up to other laboratory support teams where required • Assist researchers with laboratory methods within area of expertise such as sample processing, centrifugation, media preparation and autoclaving for groups who have limited resources or knowledge in laboratory techniques 	<ul style="list-style-type: none"> • Improve redundancy for laboratory support • Provide added value to researchers 	<ul style="list-style-type: none"> • Feedback from other laboratory support personnel • Feedback from researchers

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Bachelor of Science or equivalent

Skills, Knowledge & Experience:

- Experience with maintaining and using laboratory equipment
- Experience with sample management and biobanking
- Experience with maintaining stocks and inventories in a laboratory environment
- Experience with working with dangerous goods and biohazardous material
- Enthusiastic, with the ability to work both independently and effectively as part of a team
- Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- Experience working in a PC2-certified laboratory
- Experience with ChemAlert
- Self-motivational and dedicated
- Understanding of aseptic technique
- Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

SCOPE:

Financial accountability: Does this role have accountability for a budget? No

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Head, Research Governance & Platforms

Immediate level of supervision

Laboratory Manager

Other roles reporting supervisor

Microscopy and Equipment Specialist

Laboratory Facilities Officer

Laboratory Equipment Specialist

Flow facility and Equipment Specialist

Direct reports (role x no.)

Laboratory Services Technician

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Laboratory Services Technician

Laboratory Services Technician

ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

This role is initially a 1 year fixed term contract position with the possibility of extension