

JOB DESCRIPTION

Position Title	Flow Facility and Equipment Specialist	Level	7.1
Reports to (role)	Laboratory Manager		
Team	Research Governance & Platforms		
Location	Level 6 West		

PURPOSE OF POSITION

Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.

Provide a high quality flow cytometry and cell sorting service by managing and developing the Institute's cytometric facilities, providing technical advice, and conducting training. Secondary requirements include supporting other high-end equipment within the Institute via the PPMS booking system, networking equipment and liaising with Facilities for equipment servicing and repairs.

KEY RESPONSIBILITIES

A maximum of 5 primary responsibilities for the position

List in order of importance

Workplace Safety is mandatory for all Job Descriptions

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
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Facility Management	<ul style="list-style-type: none"> • Provide high-level specialist expertise Institute wide. • Ensure the facility's capabilities are maximized. • Set up and calibrate equipment according to experimental requirements. • Run samples, verify samples • Provide advice to researchers on panel design and fluorochrome selection • Facilitate high quality cell sorting and related tasks • Facilitate a high quality imaging service and related tasks • Develop costing plans for the external use of the facility, as well as other instrumentation within the Institute • Maintain relevant paperwork and records as required, keep stocks of relevant supplies, order consumables. • Ensure effective operation of the facilities via policies and procedures applicable to all tenants of the laboratory space through the development and implementation of SOPs. • Work with IT in order to create and implement a secure and effective Data Management system. • Deliver practical training in flow cytometry and imaging to both Telethon Kids Institute members and external users. • Train key departmental staff in basic methodology and operation of the equipment. 	<ul style="list-style-type: none"> • Feedback from external & internal researchers • Budgetary compliance. • Existence of a log of equipment & facility maintenance. • User friendly facility related documentation. • Ease of availability and accurate documentation. • Security of data & ease of access to data. • Feedback on quality, consistency and availability of training.
Quality of Product	<ul style="list-style-type: none"> • Assess new alternative cytometry and imaging techniques. • Quality control of all equipment including arranging servicing and tech support if established performance specifications are not meet. 	<ul style="list-style-type: none"> • Feedback from external & internal users of the facility.

Team Membership	<ul style="list-style-type: none"> Actively contribute to a harmonious team. Provide support and back-up when other team members are absent 	<ul style="list-style-type: none"> Feedback from individual team members.
Maintenance & Compliance	<ul style="list-style-type: none"> Ensure compliance of the flow cytometry and laboratories with OHS/IBC requirements. Maintenance of equipment held within the facility. Maintain and clean multi-user instruments and liaise with service engineers when necessary. 	<ul style="list-style-type: none"> Facility is maintained at a high standard of cleanliness & sterility.
Workplace Safety	<ul style="list-style-type: none"> Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. Identify and assess workplace hazards and apply hazard controls. Report every workplace injury, illness or near miss, no matter how insignificant they seem. Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> Responsibilities are embedded in work practices. Hazards are effectively managed or reported. Accidents and incidents are reported in a timely manner. All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications: <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> A tertiary qualification in a Health/Laboratory Science discipline
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> Good communication skills Pragmatic in approach Experience in conducting research Experience in the use of FACS for research Demonstrated ability to use specialist software packages including BD FACSDiva and Flowjo

	<ul style="list-style-type: none"> • Demonstrated ability to work and organise a busy core facility with tight deadlines • Excellent attention to detail and record keeping skills • Excellent planning, and organizational skills • Demonstrated ability to operate flow cytometry instruments (preferably Fortessa, X20) • Demonstrated ability to operate cell sorters; specifically must demonstrate unsupervised use of this equipment • Excellent analytical and troubleshooting skills, specifically with regard to cell sorting and imaging • Good level of computer literacy (MS Office suite etc)
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DIRECT REPORTS <i>List by job title any positions to be supervised by this role</i>	None
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Approved by:	<i>Belinda Hales</i>
Date approved:	<i>2nd April 2019</i>
Reviewed by P&C:	<i>2nd April 2019</i>