Position Description

Scientific Services Officer
Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI), based in Brisbane, is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technology developments including interventions to prevent and treat human disease and provide diagnosis of early treatable disease. Situated on the Princess Alexandra Hospital Campus TRI combines the research intellect and capability of the University of Queensland, the Mater Research Institute, Queensland University of Technology and the Princess Alexandra Hospital. Housing up to 750 leading researchers and interfacing with the clinicians on the Hospital campus, and with the adjacent biopharmaceutical manufacturer, Patheon Biologics, TRI is one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested, and manufactured in one location. TRI is charged with interfacing scientific development with the commercial sector ensuring that scientific innovation is moved rapidly to improve patient outcomes. To this end TRI is at the interface of science, medicine and industry.

Details of research and current academic staff working at TRI can be found on TRI’s web site at www.tri.edu.au.

2. The Position

Primary Purpose of Position

Reporting to the Facilities Manager the Scientific Services Officer will provide specialist technical support for TRI research activities, including managing shared scientific equipment such as autoclaves, centrifuges, automatic film developers, ensuring the equipment is properly maintained and operated, and provide appropriate equipment training to TRI staff and students.

The position will also provide support to specialist TRI facilities such as Mycoplasma, Washup and Stores. The appointee will participate in institute safety checks, assist with implementation of TRIs safety management plan, WHS audits, and the maintenance of standard laboratory operating procedures and risk assessment documentation.

In this role, the appointee will work with other staff, many of whom will be staff from the individual stakeholder institutions and commitment to excellence in customer service.

3. Key Responsibilities

Duties
Duties and responsibilities include, but are not limited to:
• Management of TRI provided laboratory equipment, including:
  o Assisting with the execution and recording of maintenance schedules to ensure equipment is routinely and appropriately serviced.
  o Provide training and inductions for research staff on designated ‘hazardous equipment’ on the floors.
  o Assisting with diagnosis and rectification of instrument faults.

• Assisting in the scheduling of testing regimes for:
  o biohazard cabinets
  o fume cupboards
  o Nederman arms
  o laboratory equipment

• Facilitating and recording the movement of research equipment within the Institute.
• Maintenance of accurate equipment maintenance and repair records in compliance with OGTR and other regulatory requirements.
• Liaising with company representatives, instrument engineers, staff and students ensuring excellent communication when training and whenever there is a disruption for an instrument.
• Assisting with maintenance of liquid nitrogen storage database and waste disposal procedures.
• Assisting with audits (including assets, waste disposal, WHS, DAg Biosecurity, OGTR and Chemicals)
• Monthly testing of safety showers and eye wash stations and monthly spore testing of autoclaves.
• Assisting with maintenance of the Institute’s photo developer and chemicals.

• Providing technical assistance to the wash up Facility to fulfill essential requirements.
• Providing technical assistance to the Mycoplasma Facility to fulfill essential requirements.

• Providing assistance with routine Store duties including ordering and restocking laboratory areas as required.
• Assist the WHS Manager with the implementation of WHS policies and procedures, by providing assistance with:
• Maintenance of chemical inventory and MSDS records including ensuring appropriate storage, labeling, use and record keeping for chemicals delivered and outgoing.
• Maintenance of a current hazardous goods database.
• Conducting regular safety checks of emergency equipment, including first aid kits, defibrillators, biohazard and chemical spill kits, communication equipment, SCBA equipment, fire safety equipment.
• Regulatory record keeping and database updates

• Providing back up to other TRI staff as required.
• Undertake appropriate relevant training.
• May sometimes be required to work after hours, including weekends.

Communication and Customer Service

• Provide quality services, procedures and communication with TRI and the partner institutions

Work Health and Safety

March 2016
4. Reporting Relationships

This position reports to the Facility Manager.

5. Selection Criteria—Experience, Knowledge, Skills and Qualifications

**Essential**

- BSc (Hons) in Biology or Chemistry, with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.

**Experience**

- Relevant experience in a scientific role, in a research environment in biology or chemistry.
- Demonstrated understanding of WHS principles and practices, with the ability to interpret current WHS legislation and apply to work situations when required.

**Desirable**

- Specific equipment training highly regarded e.g. histology equipment, FACS analysis.
- Current First Aid certificate.

**Knowledge and Skills**

- Broad scientific and technical knowledge with some areas of specialist knowledge.
- Knowledge of research environment.
- Techniques in Molecular Biology, Tissue culture, or Chemistry.

**Desirable**

- Knowledge of relevant WHS, OGTR and DAg Biosecurity legislative requirements.

**Personal Qualities**

- Highly motivated with demonstrated initiative.
- Ability to work in a flexible, well-organised and efficient manner with a high level of attention to detail.
- Ability to work both independently and as part of a team, including supervising others.
- Capacity to liaise effectively and relate well to research staff and students.
- Methodical approach to problem solving.