



POSITION DESCRIPTION – General Staff

For levels 6/7 and above

Position Title: Technical Officer Level: 6/7
 Faculty: Science Medicine and Health Department: Chemistry

Primary purpose of the position:

Maintenance and day-to-day running of mass spectrometer instruments in the Mass Spectrometry User Resource and Research Facility (MSURRF) within the School of Chemistry; provision of training of researchers to use instrumentation; development of instrumental methods and software tools in support of research and teaching activities within the School of Chemistry.

Position Environment:

The position exists within the Mass Spectrometry User Resource and Research Facility (MSURRF) that is supported by the School of Chemistry at the University of Wollongong. MSURRF is known nationally and internationally as an exciting hub for mass spectrometry-based research and directly supports the work of some 40 personnel from more than 10 different groups. In addition, the facility provides world-class service to other users running more than 4,000 samples per year for researchers across the disciplines of chemistry, biology and biomedical science as well as external clients from industry and government. The facility supports more than 13 instruments ranging from routine service platforms to highly specialised equipment that is unique in Australia. MSURRF serves as a model for the synergies between research and service in fields of science that require increasingly sophisticated instrumentation. This position represents an exciting opportunity for a skilled and motivated candidate to contribute to the support of cutting-edge research and teaching excellence in mass spectrometry.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Analysing service samples for other Groups	To provide a high-accuracy mass analysis service	30%	■
2.	Mass spectrometer fault troubleshooting and maintenance	To ensure consistent instrument operation	20%	■
3.	Development of software methods for research support	To develop predictive techniques to assist research	10%	■
4.	Designing and commissioning laboratory modification for accommodation of new instruments	To ensure laboratory facilities are adequate for new instrumentation	10%	■
5.	IT support within Chemistry department	To minimise PC downtime within department	10%	■
6.	Teaching support activities and assistance with subject coordination	To provide students with practical experience of mass spectrometry analysis	10%	■
7.	Instrument commissioning and support within other	To extend skill-set and use	10%	

	Groups	skills to benefit other groups		
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing	
9.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing	
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Head of School (A/Prof Stephen Wilson)
The position supervises the following positions:	-
Other Key Contacts:	Facility Manager (Dr. Thitima Urathamakul), Facility Directors (Profs Stephen Blanksby and Jennifer Beck)

Key Relationships:

Identify the key positions, committees, organisations or groups that the position deals with inside and outside the organisation. Only include those that are regularly communicated with.

Contact/Organisation:

Facility Manager (Dr. Thitima Urathamakul)
Facility Directors (Profs Stephen Blanksby and Jennifer Beck)

Purpose & Frequency of contact

Advice regarding activities; daily/weekly
Reporting activities/updates; weekly/fortnightly

Key Challenges:

1. Learning chemistry theory to be able to understand context of tasks within research activities
2. Learning about new technologies (hardware and software)
3. Developing interpersonal skills appropriate to teaching
4. To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues.

SELECTION CRITERIA - Knowledge & Skills:

- Well developed understanding of the operation of scientific instruments and assessment of instrument performance
- Technical skills in maintenance, troubleshooting and repair of scientific instruments
- Understanding of OH&S practices and requirements relevant to working in a chemical laboratory.
- Excellent communication and organisational skills.
- Exceptional interpersonal skills, with an ability to liaise with people from various cultures and backgrounds.
- Ability to effectively work independently and in a team environment.

SELECTION CRITERIA - Education & Experience:

- Relevant degree in Science OR TAFE Advanced Diploma OR equivalent experience and education/training in servicing and maintaining instrument laboratories
- Demonstrated experience of instrumental methods
- Experience with Mass Spectrometry instrumentation.
- Experience in the implementation of Hazardous Substances Regulations.

Personal Attributes:

- Self-motivated and self-starter.
- Ability to work under limited supervision as well as contributing to team goals.