POSITION DESCRIPTION
Academic Positions
(In addition to the Position Classification Standards)

Position Title:	Mass Spectrometry Facility Manager (Associate Research Fellow)
Level:	A
Faculty/Division:	Science, Medicine and Health
Department:	Chemistry

Primary Purpose of the Position:

To manage the Mass Spectrometry User Resource and Research Facility (MSURRF) in the School of Chemistry, Faculty of Science, Medicine and Health, including oversight of the analytical service, user training and equipment maintenance, as well as involvement in application of mass spectrometry-based techniques to research questions.

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is one of 5 faculties at the University of Wollongong. It is comprised of the Schools of Biological Sciences, Chemistry, Earth & Environmental Sciences, Medicine, and Nursing & Midwifery. The Faculty delivers innovative teaching and leading research in the fields of science, medicine and health, and strives to connect students, business and community at the rural, regional, national and global levels. The Faculty has 5,120 undergraduate and postgraduate students onshore and offshore, supported by 292 academic staff and 136 professional services staff. In addition to the Wollongong campus, we operate on 4 regional campuses (Batemans Bay, Bega, Shoalhaven and Southern Sydney) and numerous rural sites throughout NSW.

This position is based in the School of Chemistry at the Wollongong campus. The mass spectrometry facility (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 5,000 service samples per year. The MSURRF supports 13 instruments ranging from routine service platforms to highly specialised equipment that is unique in Australia.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Manage Mass Spectrometry laboratory (MSURRF)	Research productivity maintained	
2.	Provide and facilitate MS analytical service support	Optimal and efficient use of equipment; training of students, staff and external clients	
3.	Liaise with instrument engineers and manufacturers Liaise with technical staff and others analysing MS samples	To ensure instruments used to full potential with minimal downtime Smooth operation of facility	
4.	Provide and facilitate MS analytical service support for School,	Enabling of research priorities	

	Faculty and external users		
5.	Develop new experiments and keep abreast of developments in MS technology and related instrumentation in support of research	Provision of advice on methods and facilitation of research publications/outcomes. Opportunities for involvement in research publications	
6.	Supervisory roles: Communicate and consult with technical staff on analytical research and service	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
7.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	
8.	Have WH&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.	

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 - Chemistry
Other Key Contacts:	Facility Director – Prof Jennifer Beck Faculty Operations Manager – Dr Alan Champion

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
Facility Director/s – Prof Jennifer Beck	To meet to discuss priorities/problems and plans for the facility (weekly)
Chemistry Research Groups	Access to MS instrumentation, training, advice and expertise (weekly)
Mass Spectrometry Technical Officer	Daily contact regarding operation of the facility, throughput of service sample, performance assessment of instruments and identify problems as they arise, etc.

Key Challenges:

1. Development of techniques and methods beyond current capacity and ensuring their applicability to the research needs of the user community
2. Managing the MSURRF and ensuring efficient operation in both the short and long term
3. Conducting training and assessing user skills
4. Provision of MS analytical service support and expert advice on MS instrumentation

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- High level Mass Spectrometry experience and knowledge, both technical and conceptual
- Demonstrated understanding of the operation of scientific instruments and assessment of instrument performance, in particular Mass Spectrometry.
- Technical skills in maintenance and troubleshooting of scientific instruments, in particular mass spectrometers
- Understanding of WH&S practices and requirements relevant to working in chemical and instrument laboratories
- Excellent communication and organisational skills
- Well-developed interpersonal skills, with an ability to liaise with people from various cultures and backgrounds
- Ability to effectively work independently and in a team environment
- Knowledge and experience in HPLC methods and development

Desirable:

- Knowledge of research at UOW, in particular research utilising mass spectrometry
- Knowledge of research structures in a modern academic environment
- Knowledge of computing and networking
- Knowledge of application of mass spectrometry to Biological Sciences, Chemistry and Physics

SELECTION CRITERIA - Education & Experience:

Essential:

- PhD in an area directly related to the use of modern mass spectrometry
- Experience troubleshooting computer issues, in particular for computerized instrumentation in particular Mass Spectrometry and allied analytical techniques

Desirable:

- Experience working in a research environment

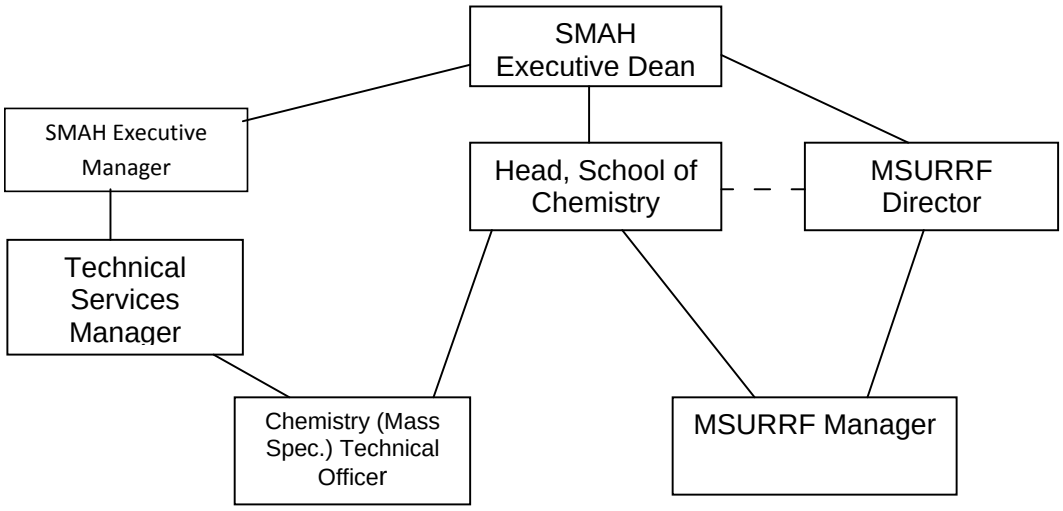
Personal Attributes:

- Ability to work to deadlines.
- Excellent time management, communication and organisational skills.
- Ability to learn new skills and translate them to practice.
- Attention to detail.
- Ability to work effectively within, and contribute to, a work team.
- Ability to work independently.

Special Job Requirements:

Potential out of business hours (on call) for problem solving advice or emergencies.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____

POSITION CLASSIFICATION STANDARD - Research Only
Level: A
Title: Associate Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level A research-only academic is expected to contribute towards the research effort of the institution, and to develop her/his research expertise through the pursuit of defined properties relevant to the particular field of research.

Specific Duties

Specific duties required of a Level A research-only academic may include

- The conduct of research under limited supervision either as a member of a team or, where appropriate, independently, and the production or contribution to the production of conference and seminar papers and publications from that research.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Limited administrative functions primarily connected with the area of research of the academic.
- Development of a limited amount of research-related material for teaching or other purposes with appropriate guidance from other staff.
- Occasional contributions to teaching in relation to his/her research project(s).
- Experimental design and operation of advanced laboratory and technical equipment or conduct of advanced research procedures.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.
- Advice within the field of the staff member's research to postgraduate students.
- A Level A research-only academic shall work with support, guidance and/or direction from staff classified at Level B and above and with an increasing degree of autonomy as the research academic gains in skill and experience.

Skill Base

A Level A research-only academic will normally have completed four years of tertiary study in the relevant discipline or have equivalent qualifications or research experience. In many cases a position at this level will require an honours degree or higher qualifications or equivalent research experience. Research experience may have contributed to or resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research potential.