

**POSITION DESCRIPTION – General Staff**  
**For levels 6/7 and above**

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

**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); provision of training of researchers to use instrumentation; development of instrumental methods and software tools, and support of research and teaching activities within the Faculty.

**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 current position has as its main focus, the delivery of mass spectrometry services and mass spectrometry support for research and teaching in the Mass Spectrometry Facility located in the School of Chemistry.

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.

**Major Accountabilities/Responsibilities:**

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	Analysing service samples by Mass Spectrometry (MS)	A high accuracy mass analysis service is provided	30%	
2.	Mass spectrometer maintenance, fault finding and troubleshooting	Consistent and reliable instrument operation is available	20%	
3.	Support for research activities underpinned by MS	Predictive techniques to assist research are developed	10%	
4.	Other equipment support within the Faculty	Equipment is well supported	10%	
5.	IT support within the MS Facility and Faculty	PC downtime is minimal	10%	
6.	Teaching support activities, including mass spectrometry use by students	Students have practical experience of mass spectrometry analysis	10%	
7.	Instrument acquisition and commissioning and support for training	To extend skill set and use skills to benefit other groups	10%	
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 WHS responsibilities, accountabilities and authorities as outlined in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/document">http://staff.uow.edu.au/ohs/commitment/responsibilities/document</a>	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:	Technical Services Manager – Julie Gray
Other Key Contacts:	Facility Manager - TBA Facility Director – Jennifer Beck

### Key Relationships:

#### Contact/Organisation:

Facility Manager – TBA  
Facility Director – Jennifer Beck

#### Purpose & Frequency of contact

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

### Key Challenges:

1. Learning relevant discipline background to be able to understand context of tasks within research activities
2. Learning about new technologies (hardware and software)
3. To achieve the unit's strategic research and teaching objectives through direct communication and consultation with staff and colleagues.

## **SELECTION CRITERIA - Knowledge & Skills:**

### Essential:

- Demonstrated understanding of the operation of scientific instruments and assessment of instrument performance
- Technical skills in maintenance, troubleshooting and repair of scientific instruments in particular mass spectrometers
- Understanding of WHS 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:**

### Essential:

- Relevant degree or TAFE Advanced Diploma OR equivalent experience and education/training in servicing and maintaining instrument laboratories
- Extensive experience using mass spectrometry instrumentation
- Demonstrated experience of instrumental methods
- Experience in the implementation of Hazardous Substance Regulations
- Experience troubleshooting computer issues, in particular for computerized instrumentation

### Desirable:

- Experience working in a research environment

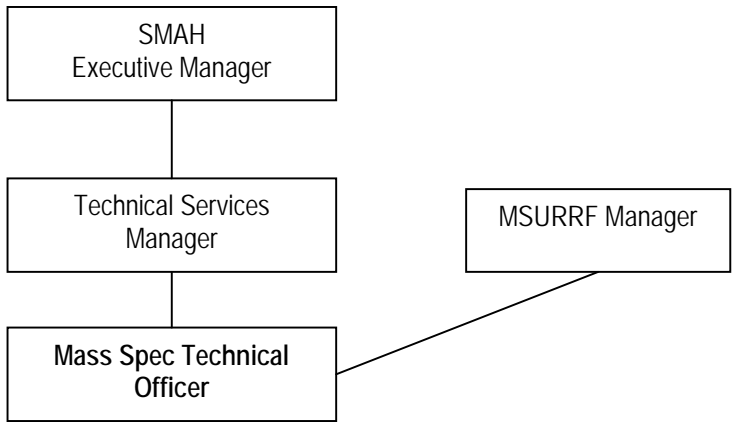
## **Personal Attributes:**

- Excellent time management, communication and organisational skills.
- Attention to detail.
- Ability to work effectively within, and contribute to, a work team.
- Ability to work independently.

## **Special Job Requirements:**

May need to work after hours in the event of significant instrument faults.

**Organisational Chart:**



**Approval:**

Approved by Head of Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_