

TECHNICAL ASSISTANT
POSITION DESCRIPTION

Position Title:	Technical Assistant		Position Number: 00018978	Faculty/Division: Sciences
Classification:	HEO 4		No. Direct Reports & Highest Classified Position: nil	School/Branch: Biological Sciences
FTE: 1.0	Reports to: School Manager		Fixed Continuing x	Discipline/Unit:
Position Summary:	<p>The School of Biological Sciences in the Faculty of Sciences brings together the internationally acclaimed and contemporary disciplines of molecular & cellular biology; ecology & environmental sciences; and genetics & evolution, delivering undergraduate and postgraduate education, training and research with both national relevance and global outreach and networks in the public and private sectors.</p> <p>The Technical Assistant is a member of the Technical & Facilities team for the School of Biological Sciences, working closely with the Technical & Facilities Coordinator. The primary responsibility of the position is to provide 'hands-on' support for a range of activities including support for the Tissue Culture Facilities and research and teaching laboratories, and general School facilities operations.</p>			
Position Characteristics:	Scope		As part of the School's Technical & Facilities team, and working under general direction, the Technical Assistant supports the effective operation of the Tissue Culture Facility, School research and teaching laboratories with, and general School facilities operations.	
	Significant internal/external relationships		<ul style="list-style-type: none"> • Academic/Research Staff • Technical & Facilities Coordinator • HSW Officer • School Manager • School Technical & Teaching Staff 	
	Special conditions		Reasonable workplace adjustments will be made for people with a disability	
	Delegations		nil	
Key Responsibilities and Outcomes	1	Tissue Culture Facilities	<ul style="list-style-type: none"> • Undertake work within the School's central Tissue Culture Facilities, including cell line storage. • Provide guidance in a broad range of tissue culture procedures. • Maintain the onsite stock of tissue culture consumables and coordinate the ordering of plasticware for tissue culture Facilities from external suppliers. • Maintain relevant laboratory equipment to ensure compliance and safety; including keep log of use and arrange servicing when required. • Maintain relevant laboratory supplies, and undertake inventories as required. • Maintain the Tissue Culture Facilities to an acceptable standard, including maintaining incubators and waterbaths. 	

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	2	Support general School facilities operations	<ul style="list-style-type: none"> Assist the School's Technical & Facilities Coordinator in maintenance of infrastructure, equipment, and facilities and associated files and records e.g. equipment audits. Where appropriate, undertake a variety of general facilities management functions, including building and infrastructure maintenance – logging requests on University systems. Assist the School in delivery of its licensing compliance agenda via provision of technical advice, testing and support services, as required. Contribute to the continuous improvement cycle of technical support services, and proactively suggest areas for improvement.
	3	Technical Services Unit support	<p>In the absence of Technical Services Unit staff or in high demand periods:</p> <ul style="list-style-type: none"> Assist with the provision of adequate stocks of media and solutions Collect and return School glassware from laboratory Care and routine maintenance of washing machines and ovens Treat and dispose of waste using autoclaves
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> Meets deadlines and follows through on commitments. Sets own work priorities and uses tools to manage their time effectively to achieve work objectives.
		Continuous Learning	<ul style="list-style-type: none"> Uses mistakes as an opportunity to learn. Contributes ideas towards continuous improvement of processes and service. Displays an interest and enthusiasm for the field of work.
		Flexibility and Adaptability	<ul style="list-style-type: none"> Adapts behaviour in response to constructive feedback. Accepts changes in job role in a positive manner. Is open to new and different ways of doing things
		Relationship Building	<ul style="list-style-type: none"> Maintains composure in dealing with others. Responds to colleagues in a timely and courteous manner. Is approachable and receptive to others.
		Service Focus	<ul style="list-style-type: none"> Maintains clear and appropriate communications with the client. Demonstrates active listening and questioning skills to identify client needs and issues.
		Teamwork	<ul style="list-style-type: none"> Encourages cooperation and collaboration. Works effectively in a team environment. Relates well to other team members.

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	Knowledge and Experience	Essential <ul style="list-style-type: none"> • Experience in equipment and facilities maintenance, • Experience in tissue culture laboratory procedures and maintenance • Experience in laboratory-based researched, especially in the biological sciences field • Demonstrated ability work effectively and harmoniously in a team with a strong customer service focus • Demonstrated ability to successfully complete tasks within limited time constraints • Sound computer skills 	
	Qualifications	<ul style="list-style-type: none"> • An equivalent combination of relevant experience and/or education/training 	
Occupational Health, Safety and Welfare Requirements		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University’s OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions. 	
University Expectations		<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one’s supervisors; • Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University’s values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures. 	
Approvals: Head of School / Branch Manager		Head, School of Biological Sciences Name: Signature: Date:	Director Human Resources Name: Signature: Date:
Acknowledgement of Incumbent		<p>I have read and understood the requirements of the position</p> <p>Name: <i>(please print)</i> Signature: Date:</p>	