JOB DESCRIPTION TELETHON KIDS INSTITUTE



Why is this Job Description being written?		New Position Replacement Position Position re-designed Position not previously described		
POSITION DETAILS:	Position Title:	LABORATORY FACILIT	LABORATORY FACILITIES OFFICER	
Division:	Research Services & Innovation Department: Research Governance & Platforms			
Position reports to: (role) Laboratory Manager				
Location: include all possible locations 100 Robert		s Road Subiaco & Bioresources, PCH		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why

The primary purpose of this position is to help support and maintain shared equipment and facilities, and be involved with all aspects of ordering and distribution of laboratory consumables. The position will provide functional support to assist researchers with moving to our New Home (QEII site), particularly with the movement of samples and reagents. The position will help support the efficient operation of laboratories at a high standard, and where applicable assist researchers with basic laboratory methods within area of expertise.

KEY RESPONSIBILITY AREAS (Please list in order of importance)

Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	<i>Inputs:</i> What are the key activities or tasks to be carried out?	<i>Outputs:</i> What are the expected end results?	<i>Measures:</i> How it is measured
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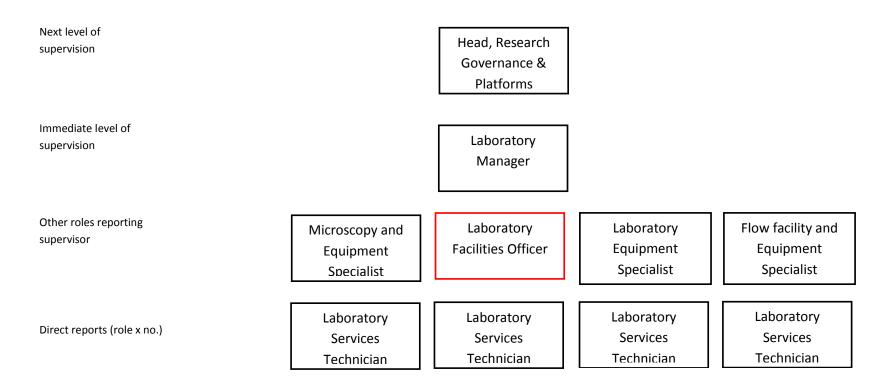
Housekeeping: 10% pre Support and clean move shared equipment and facilities move	Ensure compliance with Australian Laboratory Standards and the Office of Gene Technology Regulator (OCTR), by following standard operating precedures and	 Creation and maintenance of scheduled house- keeping of shared areas Shared areas are clean & tidy and functional for end users at all times. Reduced BERT (Building Emergency Response Team) callouts due to freezer or other equipment failure Reduced breakdown of equipment Improve efficiencies in laboratory areas 	 Feedback from researchers Auditing and inspection of laboratories by the Laboratory Manager. Feedback from Facility team
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Sample and Preagent relocation , 0% pos move

Supply chain administration of laboratory consumables	40% pre move, 40% post move	 Audit of current stocks of consumables with researchers and mapping relocation to New Home Assist with the implementation and process of purchasing shared consumables and reagents prior to the move Purchasing laboratory consumables in accordance with the Institute's policies and procedures Maintenance of stocks for of all shared laboratory and general consumables in conjunction with Facilities and Bioresources Assist and train researchers to purchase group specific consumables and reagents from loading dock to laboratory zones with Facilities Provide back-up to Facilities when required in loading dock and basement area Restocking of consumables in shared areas and maintenance of optimum stock levels Ongoing liaison with the Procurement team to ensure optimum outcomes are achieved from laboratory consumable purchasing activities The development and maintenance of positive, productive and efficient relationships with the Institute's laboratory consumable providers Timely resolution of supply issues as they arise Expedite orders to ensure timely delivery Provide general purchasing support to researchers Assist the Procurement team with ad hoc lab based purchasing initiatives 	 Achieve process efficiencies, improve availability and reduce the cost of shared consumables Maximise space and functionality in the New Home Support researchers to order and maintain consumable stocks 	 Feedback from researchers Feedback from the Laboratory and Facilities Manager Feedback from Procurement team
Secondary duties	10% pre and post move	 Provide back-up to other laboratory support teams where required Assist researchers with laboratory methods within area of expertise such as sample processing, centrifugation, media preparation and autoclaving for groups who have limited resources or knowledge in laboratory techniques 	 Improve redundancy for laboratory support Provide added value to researchers 	 Feedback from other laboratory support personnel Feedback from researchers

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:				
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	Bachelor of Science or equivalent			
	Experience with maintaining and using laboratory equipment			
	Experience with sample management and biobanking			
Skills, Knowledge & Experience:	 Experience with maintaining stocks and inventories in a laboratory environment 			
	Experience with working with dangerous goods and biohazardous material			
	Enthusiastic, with the ability to work both independently and effectively as part of a team			
	Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines			
DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:				
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role				
	Experience working in a PC2-certified laboratory			
	Experience with ChemAlert			
Skills, Knowledge & Experience:	Self-motivational and dedicated			
	Understanding of aseptic technique			
	• Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.			
SCOPE:				
Financial accountability: Does this role have accountability for a budget? No				

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)



ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

This role is initially a 1 year fixed term contract position with the possibility of extension