

JOB PROFILE TITLE	Technical Officer, Diagnostic Microbiology, Veterinary Pathology Diagnostic Services (VPDS) - HEO5
JOB PROFILE ID	P_TS_HEO5_CAT19957
JOB CATEGORY	Professional
JOB FAMILY	Technical Support
COMPENSATION GRADE	HEO5
MANAGEMENT LEVEL	19 Individual Contributor

JOB PROFILE SUMMARY

Provides expert technical support to clinicians, researchers and students using the diagnostic/clinical laboratory facilities Veterinary Pathology Diagnostic Services (VPDS); including, but not restricted to, microbiology and immunoassays. Coordinates the daily operation of the Laboratory facility, carries out technical and electronic maintenance and development of laboratory equipment. Undertakes analysis guided by expertise and established procedures/standards; preparing and carrying out experiments related to the diagnostic/research work being undertaken by the work area. Collects and records qualitative data in preparation for analysis by diagnostic/research staff. Ensures that the relevant Work, Health and Safety standards are met in the work area and are aligned to the University's WHS policy.

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Technical Officer works under general direction and is expected to utilise their technical and scientific knowledge to resolve routine matters relevant to their key accountabilities. They will have the discretion to design experiment protocols to meet the requirements of the research work being undertaken by the work area, and appropriately address issues that arise in the laboratory. Problems that cannot be resolved or are outside the scope of their key accountabilities are referred to more senior laboratory/technical staff or Laboratory Manager for guidance and/or resolution.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	14082 Technical Manager, Veterinary Sci - Mr George Tsoukalas
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Provides laboratory diagnostic/ teaching/ research support and assistance to clinicians, researchers, students, external clients and other technical staff working in or associated with the laboratory. Provides timely, sound and effective analysis of diagnostic veterinary samples for the University Veterinary Teaching Hospital- Sydney and external clients. Undertakes experiments and analysis of samples for research projects being carried out in the work area to meet the needs of the project, researchers and/or other technical staff in the work area as directed. This includes monitoring specimens over periods of time, running scientific tests and analysis, etc. Provides technical support to staff, researchers and students using the laboratory facilities. This includes providing sound technical support for practical classes, maintaining supplies for relevant practical classes in consultation with the unit of study coordinators, preparing the laboratory for practicals and tutorials as required by the course coordinator, and in accordance with scientific protocols. The laboratory also requires maintenance of supplies for the diagnostic work that is performed which includes media and consumables. Contributes to the design and subsequently assembles and demonstrates the use of scientific equipment/apparatuses and ensures the laboratory is prepared for experiments being carried out by students and researchers using the laboratory. Coordinates requests for technical information on the laboratory facility and ensures that the requests are handled in a timely and professional manner, including requests related to the quotation of external fee-for-service and contract research work under the advice and support of the laboratory manager and Director of VPDS. 2. Maintains the laboratory workplace ensuring that the diagnostic, research, learning and teaching requirements of the work area are met effectively. Prepares, organises and maintains the diagnostic laboratory including assembly, testing and repair of laboratory equipment, experiments and assays, teaching aids and projects. This includes monitoring technical equipment, reporting issues or faults as required, ensuring that repairs and/or preventative maintenance is undertaken appropriately in a timely manner. Ensures laboratory cleaning services such as cleaning and waste disposal are conducted efficiently and promptly in accordance with laboratory and workplace health and safety standards. Reviews the inventory of laboratory consumables, ensuring that an adequate supply of consumables is available for the projects/ diagnostic work that the Laboratory is engaged in, and the daily needs of the laboratory are met. Tracks the borrowing and returning of field equipment owned by the work area including inventory, operation of items, maintenance, first aid kits, etc. Supports a positive and productive laboratory environment to support effective and efficient delivery of research services aligned to stakeholder needs. 3. Ensures laboratory is compliant with Workplace Health and Safety requirements. Maintains laboratory areas in a clean and safe condition, hazardous chemicals are stored and disposed of appropriately and ensuring that the work area is in compliance with the University's workplace health and safety requirements. Maintains Workplace Health and Safety records, as per the University's Workplace Health and Safety policy, ensuring that WHS matters requiring attention are addressed appropriately. Liaises with laboratory manager to perform risk assessments and prepare safe work procedures for equipment within the laboratory and preparation areas. Supports the operation needs and appropriate upgrades of laboratory facilities and capabilities in the work area, including recommendations for improvements to ensure continued safe work practices are in place in the laboratory. Assists in the implementation of the University WHS Policy, by pro-actively engaging in the development of a safe workplace environment for staff and students using the laboratory, including an awareness of WHS requirements. Trains staff, visitors and students (where appropriate) in the safe operation of laboratory equipment. 4. Prepares reporting and documentation utilising the laboratory management system, for the work area. Documents and implements laboratory procedures to meet the needs of the laboratory staff in the work area. Prepares diagnostic reports for verification prior to reporting to stakeholders, researchers and other more senior laboratory staff in the work area. Coordinates data capture, data analysis and report preparation, to meet the needs of the diagnostic and research work being undertaken by the work area. Records and reports results in appropriate formats, maintains accurate records of analytical results, conducts analyses in accordance with specified standards and procedures, and identifies and reports errors arising during analyses. 5. Undertakes ad-hoc projects and other activities. Performs work activities relevant to the role's key accountabilities as approved by the Manager and commensurate to the role's classification level. These might involve performing duties of a similar level in other VPDS laboratory sections such as haematology, biochemistry and cytology, or molecular diagnostics, subject to appropriate skills and training.



EDUCATION

Education	Required
Tertiary qualifications in a relevant field to work in an Acoustic, Spatial Audio and Lighting laboratory together with some work experience and willingness to undertake further studies to better develop their skills in laboratory techniques/methods.	X

CERTIFICATIONS

Certificate	Required
Not applicable - specific certification requirements may apply to an individual positions under this job profile - No Issuer	

SKILLS

Skills	Required
Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work.	X
Additional skills and experience in clinical pathology and/ or molecular diagnostics.	
Demonstrated ability to organise and prioritise work, sometimes under pressure with competing priorities and sometimes limited supervision.	X
Intermediate to advanced computer skills, including storing research data appropriately in databases and/or statistical analysis programs, and extracting relevant reporting and/or analysis.	X
Sound working knowledge and acute awareness of safety regulations and operating procedures within the laboratory environment including experience in working with hazardous substances with well-rounded experience in implementing safety procedures relevant to the laboratory.	X
Strong verbal and written communication skills, with proven understanding of diagnostic service provision and ability to communicate with clients (i.e. veterinary practitioners) and colleagues.	X

Work Experience

Work Experience	Required
Demonstrated experience in diagnostic (clinical) veterinary microbiology.	X