

Position Title	Scientific Attendant (Gold Coast)
Group/Portfolio	Griffith Sciences/ School of Environment and Science
Classification	HEW 4
Position Number	00044160
Reports To	Technical Manager (Gold Coast) 00057652
Employment Type	Continuing

1.0 Position Purpose

The Scientific Attendant, under general to broad direction, provides technical, scientific and administrative support for bioscience, ecological, soils, physics and chemistry practicals delivered through the School of Environment and Science (ESC) at the Gold Coast campus.

2.0 Eligibility Requirements

- An Associate Diploma in a science related area or an equivalent combination of relevant experience and/or education/training.
- An Australian Drivers Licence (Open or Provisional)

3.0 Key Responsibilities

- Under routine supervision to general direction provide technical operations support to the work area including the set-up and dismantling of experiments, the preparation of reagents and samples for teaching laboratories and assisting preparations for field trips.
- Distribute additional laboratory supplies, as required, during laboratory classes and cleaning and tidying of laboratory benches, equipment and glassware.
- Under routine supervision to general direction assist with regular calibration, minor maintenance and service scheduling of all relevant instrumentation and equipment, ensuring readiness for practical classes.
- Regularly assist in the update of associated laboratory documentation including laboratory resource statements, risk assessments, instrument manuals, and standard operating protocols.
- Obtain quotes and purchase labware and consumables required for undergraduate practicals and core facilities through the university's procurement systems.
- Provide administrative laboratory support including managing inventories of

equipment, glassware, and specimens.

- Assist with H&S compliance across the School's Gold Coast teaching and research laboratories under the general direction of the Technical Manager (Gold Coast).
- Support ESC outreach and community engagement events and activities as directed by Gold Coast Senior Scientific Officer and Technical Manager.
- Other duties as may be assigned by supervisor. Such duties would be expected to fall within the capabilities, qualifications and experience required for the position.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self/Others section of our [Capability Development Framework](#).