

Position Title	Technical Officer
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics
Classification	HEW 5
Position Number	00061129
Reports To	Senior Operations Manager
Employment Type	Fixed Term

1.0 Position Purpose

The Technical Officer is responsible for supporting day-to-day operations, maintenance and regulatory compliance within the Institute for Biomedicine and Glycomics. This includes providing technical assistance, performing daily maintenance checks and assisting with compliance tasks required to maintain certification of the laboratories, general laboratory and maintenance support.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Provide technical support within the Operations team and provide proactive monitoring and maintenance of facilities and equipment ensuring maximisation of equipment availability and functionality. This includes but is not limited to:
 - weekly and regular maintenance of the instruments;
 - troubleshooting problems of all instruments and accessories to ensure minimal downtime
 - ensuring stocks of general and specific consumables for the core instruments are maintained
 - Submitting maintenance requests as required
- Assist with refurbishment, modification and installation of new equipment as and when required and assist in the process qualification of equipment
- Assist with laboratory and processing computers for the core facility to ensure efficient data management, up-to-date software applications, general upkeep of hardware and quality control is maintained.

- Advise and assist staff and HDR students in use of core laboratory equipment and processes as they relate to the position.
- Contribute towards and maintain documentation (Risk Assessments, SOPs, Equipment Use) for the Core Facilities.
- Any other activities as required from time to time by the Senior Operations Manager within the scope and level of the position.
- Promote and maintain 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 section of our [Capability Development Framework](#).