

Position Title	Scientific Officer
Group/Portfolio	Griffith Health / Technical Partners Health – Laboratory and Preclinical Experience (LPE)
Classification	HEW 5
Position Number	00058748
Reports To	Team Leader Biochemistry, Pharmacology and Cell Biology
Employment Type	Continuing, Part time

1.0 Position Purpose

Under the general direction of the Team Leader – Biochemistry, Pharmacology and Cell Biology in close collaboration with Technical Manager (LPE) and other Scientific or Technical Officers, this position is required to work across a range of specialised teaching laboratory facilities and assist with wide-ranging laboratory support, for student laboratory teaching practicals. This will primarily be within the disciplines of Microbiology, Chemistry, Biochemistry, Cell Biology, Anatomy and Physiology, with the opportunity to support a range of other mixed disciplines within Technical Partners (Health) in partnership with academic and professional staff colleagues.

2.0 Eligibility Requirements

The occupant of this position will have completed a Health or Science degree, with relevant experience laboratory experience; or equivalent combination of relevant experience and education/training.

3.0 Key Responsibilities

- Interpret laboratory manuals, and resource statements to set-up practical classes and collaborate with course conveners and colleagues to facilitate the development and improvement of new and existing experiments and protocols and regularly update related laboratory documentation.
- Set up, pre-run, service teaching laboratories and dismantle experiments for disciplines including Microbiology, Anatomy and Physiology, Chemistry in Biological Systems, Cells, Tissues and Regulation and Genes and Diseases.
- Provide scientific advice and instruction to staff and students in methodology development, sample preparation, solution preparation, instrumentation use and data interpretation.
- Accurately and precisely prepare and maintain chemical stock solutions, stains and biological cultures including micro-organisms and prepare samples for classes.
- Prepare repair and equipment maintenance schedules and coordinate and/or carry out regular preventative maintenance and/or calibration of equipment to ensure availability and functionality for teaching programs.

- Implement laboratory best practice to ensure the professional standards for teaching laboratories and preparation laboratories is maintained as well as appropriate labelling and storage of resources.
- Follow relevant guidelines, maintain laboratory systems, undertake risk assessments, and update all relevant health and safety documentation ensuring compliance with relevant workplace health and safety standards and requirements.
- Create and/or regularly update databases, standard operating procedures and resource statements ensuring university quality assurance standards are met.
- Undertake market research and recommend economical procurement opportunities through cost and quality analysis and procure biologicals, chemicals, glassware, laboratory consumables and instrumentation and undertake receipt of goods, maintaining stocks and inventories ensuring appropriate records are maintained.
- Develop and maintain productive relationships with relevant scientific organisations and suppliers and attend further training to develop skills and keep abreast of technological advances.
- Assist in planning, preparation and support of special purpose events including community engagement activities, workshops, and pathway programs.
- Keep stakeholders informed of progress with respect to tasks, participate in team meetings, and carry out other duties in keeping with the level of appointment as directed by Team Leader or Technical Manager LPE.
- 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](#).