

<b>Position Title</b>	Scientific Officer
<b>Group/Portfolio</b>	Griffith Health / Technical Partners Health – Laboratory and Preclinical Experience (LPE)
<b>Classification</b>	HEW 5
<b>Position Number</b>	00043712
<b>Reports To</b>	Team Leader Laboratory Experience MLS
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Scientific Officer is responsible, under the general direction of the Team Leader Laboratory Experience and in close collaboration with academic course conveners, Technical Manager - Laboratory and Preclinical Experience (LPE) and other team members, for building functional partnerships and the provision of technical and scientific support to student teaching and learning activities within specialised laboratory facilities principally for the School of Pharmacy and Medical Sciences. The area of special competency includes accurate and precise laboratory technique across disciplines of molecular genetics, microbiology, and molecular diagnostics, as well as other related disciplines supported by Technical Partners Health, primarily within the Laboratory and Preclinical Experience (LPE) folio.

## 2.0 Eligibility Requirements

Completion of a bachelor's degree in Biomedical and/or Biomolecular Sciences with majors in molecular genetics, molecular diagnostics, and microbiology as well as relevant experience working in the laboratory environment and/or a combination of equivalent qualifications, relevant knowledge, training, and experience.

## 3.0 Key Responsibilities

- Prepare practical classes and contribute to daily operation and organisation, including set up and dismantle materials and equipment; accurate and precise preparation of biologicals, chemical solutions, buffers and standards and computing resources; pre-run, evaluate and optimise experiments for practical teaching activities to ensure required outcomes are achieved.
- Ensure that specialised laboratory teaching facilities and ancillary rooms are maintained, functional and safe and that laboratory facility standards and guidelines are upheld.
- Prepare and process clinical scenarios and interpret laboratory manuals and collaborate with course conveners to plan, develop, improve, and implement new and existing laboratory activities, experiments, protocols, and prepare clear and concise technical reports to keep stakeholders informed of progress to ensure effective operations.

- Ensure compliance with workplace health and safety standards and best practice laboratory operations and provide laboratory safety inductions to staff and students as required
- Create, maintain, and regularly update documentation and systems associated with supporting laboratory teaching activities including standard operating procedures, risk assessments, resource statements, signage, hazard registers and inventories ensuring labelling of biological and chemical agents are compliant with National standards and guidelines.
- Maintain stock levels of chemicals, biologicals, equipment and consumables, and other teaching laboratory resources and procure and undertake receipt of goods, stock control, update inventories and, databases and ensure appropriate records are maintained.
- Coordinate, set up, and dismantle equipment and provide technical instruction on the safe use of teaching equipment and maintain instrumentation to industry standards, to include routine preventative maintenance, service, repair and calibration and equipment replacement plans to ensure availability and functionality for scheduled student laboratory practical activities.
- Develop and maintain productive relationships with relevant external agencies, suppliers, and scientific organisations to update knowledge currency related to technological advances in equipment, techniques and laboratory protocols and seek training opportunities to upskill and provide contemporary scientific advice to support student practical laboratory initiatives.
- Assist in planning, preparation and support of special purpose events including workshops, assessment activities, commercial activities, community engagement activities, Open Day and professional development workshops.
- Lead and promote adherence to the principles of respect, high performance, inclusion, collaboration, and integrity as outlined in the Health Group Charter and exhibit good practice in relation to the same.
- Lead and promote 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](#).