

POSITION DESCRIPTION



WESTERN SYDNEY
UNIVERSITY

Technical Officer, Mass Spectrometry



POSITION DETAILS

Position Title	Technical Officer, Mass Spectrometry
Classification	HEW Level 5
Position Number	7013876
School/Office	Research Integrity and Infrastructure
Division	Research Innovation

POSITION PURPOSE

This role provides advanced technical support, training and research activities for the Mass Spectrometry Research Facility (MSRF), ensuring high-quality delivery of analytical services and supporting multi-disciplinary research. By overseeing instrument operations, developing advanced analytical workflows, delivering laboratory services to internal and external users and ensuring research project throughput, it enables impactful research aligned with Western Sydney University's strategic goal of delivering world-class research infrastructure and outcomes. The role also contributes to optimizing existing and new analytical method development, actively supporting the publication of new methods and research findings as well as delivering high-quality sample analysis and training others to achieve the same.

The position reports to the Mass Spectrometry Research Facility Manager.

KEY ACCOUNTABILITIES

- Prepare the MSRF Laboratory including materials and equipment for research service. This includes providing relevant technical support and instruction to staff and students and demonstrating safe and proper use of instrumentation to staff and students.
- Support research activities. This includes providing basic technical support to research students, providing instruction on the use of complex research equipment, ordering goods and liaising with Academic staff on critical matters concerning research facilities.
- Assist the selection and purchase of minor equipment and consumable items required for teaching, research and consultancy activities.
- Maintain electronic records of requisitions, items delivered and supplier information.
- Operate, calibrate and maintain a range of complex equipment relevant to the discipline area of the technical team.
- Advise the Research Manager of technical requirements for the purchase of capital

equipment required for functioning of MSRF laboratory, and research service delivery to researchers and students . This involves arranging for quotations from manufacturers and/or liaising to provide the most cost-effective outcome.

- Assist with the maintenance of the asset management system.
- As required by a specific discipline, maintain chemical inventories and storage in accordance with the Dangerous Goods Acts and National Codes of Practice and Labelling codes. This may include providing detailed responses to audit findings and implementing associated corrective actions.
- Ensure that all specialised waste is disposed of according to regulatory requirements.
- Assist with the development of Standard Operating Procedures (SOP's). Ensure that procedures are up to date and followed.
- Assist in any regular stocktakes, audits or reorganisation of MSRF laboratory, including assets, materials, equipment, and general storage areas under the direction of the Research Manager.
- Assist in supervision and instruction of work experience students.
- Be actively involved in identifying and contributing to improvement activities within own technical team or as part of project teams.
- May be required to contribute to specific projects or activities that are central to the broader technical operations.
- Evaluate workplaces and practices and develop appropriate risk assessments.
- Adhere to all WHS responsibilities in line with legislation and University's safe work practices.
- Maintain and update Safety Data Sheets (SDS) for all chemicals used in the laboratory including coordination and assistance in compilation of SDS records for research facilities.
- Ensure the research areas and the students who work in them comply with safety regulations by conducting regular safety audits of such areas as required by the University's Safety policy.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential:

- Undergraduate qualification in Analytical Chemistry, Chemistry, Biochemistry, or related field, or equivalent combination of education/training and experience.
- Demonstrated experience working in a chemistry laboratory or closely related facility.
- Demonstrated experience in undergraduate technical support including preparing and setting up practical teaching places, including laboratory, clinical, field practical situations and any other specialised practical teaching facilities as required.
- Well-developed organisational skills with the ability to prioritise, meet deadlines and undertake multiple tasks.
- High level communication skills including interpersonal, oral and written skills with a demonstrated ability to use computer applications including spreadsheet and word processing packages.

Desirable:

- Demonstrated experience in undertaking work which involving chemicals and other dangerous goods.

- Demonstrated experience in the use and maintenance of complex equipment and instrumentation specific to analytical chemistry, and mass spectrometry, including experience in running, troubleshooting, and demonstrating of AB SCIEX Triple-Quad systems, Waters Synapt G2Si, Waters Xevo TqMS.
- Experience with quantitative proteomics, lipidomics, and metabolomics workflows.
- Knowledge of regulatory compliance and laboratory accreditation standards.

KEY RELATIONSHIPS

Reports to: Research Facility Manager – Mass Spectrometry Research Facility

Supervises: HDR student technical trainees (as required)

Internal: Academic staff,
HDR students,
Research Services & Infrastructure technical teams,
School of Science, School of Medicine, and HIE research groups.

External: Equipment vendors, industry collaborators, external research partners.

CHALLENGES

- Managing competing facility priorities and multiple stakeholders' demands while maintaining high operational standards in a busy multi-user research facility.
- Leading technical innovation and adopting emerging technologies in a rapidly evolving field.
- Ensuring operational continuity in an environment with diverse user expertise levels.
- Maintaining advanced instrumentation performance under high sample throughput conditions.
- Ensuring leadership of the facility in the absence of the Facility Manager

UNIVERSITY EXPECTATIONS

All employees are expected to comply with Western Sydney University's Code of Conduct, Work Health and Safety and Wellbeing Management System, Enterprise Agreement, and principles of Equal Employment Opportunity and anti-discrimination.

Approved by: People & Culture

Date: September 2026