

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> LABORATORY TECHNICAL SPECIALIST		
<b>Division:</b>	Professional Services	<b>Department:</b>	Research Governance and Platforms	
<b>Position reports to: (role)</b>	Laboratory Manager			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
Provide a high level of support to the institute's new <i>in vivo</i> radiotherapy facility (XRAD system) and other specialist research equipment by maintaining facilities, providing technical advice and conducting training.				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<p><b>Facility Support</b></p>	<p>70%</p>	<ul style="list-style-type: none"> <li>• Provide high level support to the institute’s new radiotherapy platform (XRAD SmART system).</li> <li>• Provide high level support to specialist laboratory equipment.</li> <li>• Set up and calibrate equipment according to experimental requirements.</li> <li>• Train staff and students in basic methodology and operation of equipment.</li> <li>• Advise and assist in experiment design, sample preparation and protocol development.</li> <li>• Maintain instruments at optimal operating conditions by performing routine maintenance and repairs, and coordinating with Laboratory Managers and manufacturers as appropriate.</li> <li>• Maintain relevant paperwork and records as required, keep stocks of relevant supplies, order consumables for laboratory services.</li> <li>• Assist in the development and implementation of SOPs and guidelines to ensure effective operation of equipment within the institute.</li> <li>• Advise and assist in data analysis and interpretation.</li> <li>• Assist in planning and relocation of research platforms to the new Perth Children’s Hospital.</li> <li>• Perform other duties as directed.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide reliable and efficient laboratory facilities.</li> <li>• Delivery of in-house practical training.</li> <li>• Effective operation/use of specialised laboratory equipment.</li> <li>• Relevant and up to date SOP’s and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on quality, consistency and availability of training.</li> <li>• Feedback from external and internal users of the facility.</li> </ul>
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<b>Quality of Product</b>	10%	<ul style="list-style-type: none"> <li>Quality control of all equipment including liaising with Laboratory Manager and arranging servicing and technical support if established performance specifications are not met.</li> </ul>	<ul style="list-style-type: none"> <li>Provide reliable and efficient laboratory facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from external and internal users of the facility.</li> </ul>
<b>Team Membership</b>	10%	<ul style="list-style-type: none"> <li>Actively contribute to a harmonious team.</li> </ul>	<ul style="list-style-type: none"> <li>Team membership.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from individual team members.</li> </ul>
<b>Housekeeping</b>	10%	<ul style="list-style-type: none"> <li>Ensure compliance of laboratory facilities with OHS/IBC requirements.</li> <li>Maintenance of equipment held within the facility.</li> <li>Maintain and clean instruments and liaise with service engineers when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of scheduled cleaning and quality control of equipment.</li> <li>Facility clean and tidy at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from external and internal users of the facility.</li> <li>Facility is maintained at a high standard of cleanliness and sterility.</li> </ul>

**ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:**

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

A degree in a relevant subject area (Biology, Biomedicine, or Physics) or equivalent.

<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Experience in conducting research.</li> <li>• Demonstrated ability to operate and maintain specialist research equipment.</li> <li>• Experience operating in a PC2 environment</li> <li>• Excellent analytical and trouble shooting skills, specifically regards to research equipment.</li> <li>• Experience in collaborating with users to achieve an outcome.</li> <li>• Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines</li> <li>• Enthusiastic, with the ability to work both independently and effectively as part of a team</li> <li>• Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.</li> </ul>
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**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:**

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience with mouse work.</li> <li>• Experience working with radiation or pre-clinical imaging equipment</li> </ul>
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**SCOPE:**

**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Head of Research  
Governance and  
Platforms

Immediate level of supervision

Laboratory  
Manager

Other roles reporting supervisor

Laboratory  
Services Manager

Microscopy and  
Equipment Specialist

Laboratory Technical  
Specialist

Flow facility and  
Equipment Specialist

Laboratory  
Transition support

Direct reports  
(role x no.)

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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

This role is a 2 year fixed term contract position