
Position Description

Position Title:	Technical Assistant
Salary Range:	Professionals & Administrative Salaries Level 1-3
Reporting Manager:	Matthew Burton
Direct Reports:	None
Home Group:	Laboratory Support

Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition – and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

Position Overview

The Technical Assistant will be located within the MCRI Laboratory Support team. The Laboratory Support team provides core laboratory services to support MCRI researchers' needs. It is part of the broader Scientific Services team which includes Flow Cytometry and Imaging, Biobanking, shipping of laboratory goods; and diagnostic and research Tissue Culture.

This position involves general laboratory duties, production of buffers and solutions, general laboratory washing, maintenance of instruments, manual handling, chemical (including radio-isotopes), biological and GMO waste handling and disposal, preparing and handling of laboratory items for autoclaving. The Technical Assistant is required to be competent in aseptic technique, possesses good laboratory practice, and be able to work in a highly regulated environment. Further, the position requires the Technical Assistant to have a friendly, helpful, patient, and careful personality who is willing to work energetically as a team member. Ability to act as a team leader is highly desirable.

The member of the Lab Support team will work in regulated laboratories that are accredited by OGTR, DAWR and Australian Standards.

Key Accountabilities

- Maintaining the PC1 and PC2 laboratory facilities, isotope work area, Darkroom, Liquid Nitrogen facility and general work areas in accordance with current Radiation, OGTR, DAWR, MCRI EHS guidelines and Laboratory Essential Practices.
- Complying with OGTR, DAWR and the Australian Standards.
- Routinely decontaminate Incubators and BioSafety Cabinets.
- Ensuring adequate supply of general use laboratory chemicals and consumables.
- Sterilising glassware, other laboratory items and solutions.
- Assuring the efficiency of internal stores requests and collection and billing systems.
- Providing general laboratory washing services.
- Assisting with the disposal of chemical, bio-hazard, clinical and radioactive waste material.
- Routinely maintain equipment including freezers as directed.
- Manual handling as required.
- Preparation of general laboratory buffers and media as required.
- Undertakes other duties as requested by the Scientific Services Manager.
- After “in-house” training, assist with the handling of liquid nitrogen and transfer of ampoules from -80oC freezer to vapour phase liquid nitrogen tank.
- Keeping accurate records and write SOPs.
- Undertaking stocktakes and ordering of commonly used items and reporting if stocks are low.
- Assisting with answering enquiries from researchers.
- Continually liaise with other staff and team members to ensure all tasks are completed and workloads shared.

Selection Criteria

- Certificate or Diploma in a related field.
- A strong work ethic, attendance, and punctuality.
- A willingness to take on ad hoc tasks as required or requested.
- Excellent communication and interpersonal skills, the ability to relate to a range of positions and levels of staff
- Be motivated, able to establish priorities, set and maintain deadlines, with a demonstrated ability to use initiative.
- Familiar with Microsoft Office tools and other appropriate IT software and hardware.
- Ability to lead others and foster an outstanding team culture and environment.

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
- The right to reside and work in Australia and you meeting any applicable visa conditions.

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
- Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.