

Technical Officer – Sterilisation and Scientific Support

Group	Corporate
Unit	Scientific Services
Reports to	Head of Scientific Services
Direct reports	Nil
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full time
Date (created or reviewed)	July 2022

Position purpose

The position of Technical Officer – Sterilisation and Scientific Support is accountable for the delivery of a range of technical, quality assurance, operational, general support, distribution, collection, equipment maintenance and administrative services to facilitate the provision of research facilities across HMRI.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Co-ordinate the operations and maintenance of wash up, sterilisation, media preparation, cryogenic cell bank, dangerous good store and chemical waste room, including documentation and training and induction.
- Operate the linen storage and distribution for the site including maintaining expiry, acquisition and disposal records.
- Assist with activities relating to hazardous substances and dangerous goods including audits and monitoring compliance
- Assist with the maintenance of equipment including reverse osmosis systems
- Assist with the tasks relating to the equipment register
- Monitor and replenish consumables in facilities as required including Clinical Research Facility (CRF)
- Maintain batch records for all quality assured processes and procedures whether manually or automatically performed.
- Assist with tasks related to Scientific Services to support research at HMRI.

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Previous experience in a research laboratory or health environment.
- Experience in operation of autoclaves and an understanding of the sterilisation process.
- Understanding of reverse osmosis systems or a willingness to learn.
- Experience with working with dangerous goods and biohazardous material.
- Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines.
- Excellent communications and interpersonal skills and demonstrated ability to interact and communicate at all levels with staff, students and visitors.
- Capacity to learn new techniques and procedures efficiently and effectively.

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

_____/_____/_____
Employee Name Employee Signature Date

Note: A copy of this signed acceptance is to be placed on employee’s personnel record and a copy provided to the employee.