

# POSITION DESCRIPTION



<b>Position</b>	Technical Officer (Cellular Biology)
<b>Level/Classification</b>	HEW0606
<b>Reports to</b>	Cellular Biology & Forensic Sciences Team Leader
<b>Unit</b>	College Technical Services
<b>Directorate</b>	College Professional Services
<b>Positions Supervised</b>	Nil

## Position Purpose

To provide technical services and be responsible for the organisation of nominated laboratory sessions, in the discipline of Cellular and Molecular Biology, within the College of Environmental and Life Sciences that specifically align with the Cellular Biology & Forensic Sciences Technical Team.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

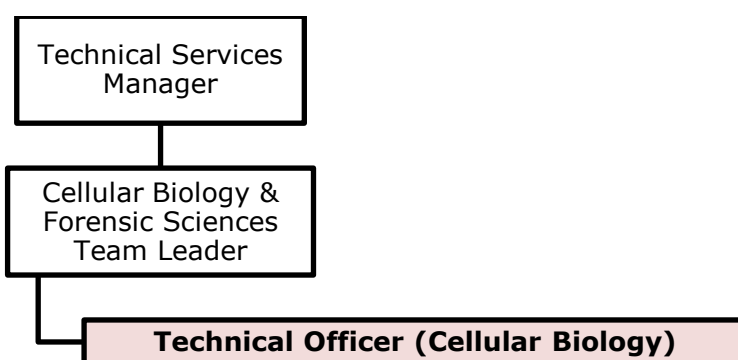
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

## About the Work Area

The Cellular Biology & Forensic Sciences Technical Team is responsible for the effective delivery of practical teaching units within the College of Environmental and Life Sciences, primarily for the school of Medical, Molecular and Forensic Sciences, focusing on the discipline of cellular biology & forensic sciences.

The team operates and maintains teaching labs, along with designing, developing and constructing experiments. Through undergraduate and postgraduate teaching, research and external engagement activities, the group manages the technical requirements that service the needs of the University community.

## Reporting Relationships



## Key Responsibilities/Duties

1. Coordinate and organise the delivery of laboratory classes in Cellular Biology, Genetics and Molecular Biology units, (and others as required) including preparation of reagents, media, equipment and materials.
2. Review, develop, and implement new techniques and procedures, and enhance existing ones, in line with relevant scientific research to ensure high-quality materials and methods for teaching and research.
3. Maintain detailed and current records for assigned units, and contribute to the development, documentation, and review of Standard Laboratory Operating Procedures and risk assessments to ensure compliance with Occupational Safety and Health legislation, OGTR and quarantine regulations, in line with Murdoch University policies and procedures.
4. Contribute and support other practical teaching units within your skill set as requested across the College of Environmental and Life Sciences.
5. Collaborate with academic staff on the design of experiments and the development and maintenance of high-quality, up-to-date teaching and online resources, aligned with current tertiary teaching and learning strategies to enhance student learning outcomes.
6. Oversee the operation and maintenance of advanced equipment and instrumentation, including the autoclave facility, ensuring safe use and regulatory compliance,

performing routine troubleshooting/problem solving, and coordinate the servicing, repair, and record-keeping of teaching equipment and facilities.

7. Under broad direction, plan and track expenditure to maintain unit operating costs within the teaching budgets.
8. Ensure appropriate storage and disposal of biohazard materials and chemicals.
9. Train staff and students with relevant techniques and/or equipment as required.
10. Assist in the provision of technical support to research and other engagement activities of the College.
11. Establish and maintain good relations with external stakeholders, including industry collaborations and liaising with external service companies.
12. Carry out, and assist with, miscellaneous activities as requested.

### **Selection Criteria**

#### **Essential**

1. A tertiary qualification in Biological Sciences (preferably in a Molecular Biology or related field) with 2 years of relevant practical experience.
2. Demonstrated understanding of the theoretical principles and practical application of molecular and cellular biology techniques, including CRISPR-Cas genome editing, molecular cloning, PCR/qPCR, recombinant DNA technology, and the handling of GMOs within a PC2 facility, together with experience in the operation and maintenance of relevant specialised instrumentation.
3. Knowledge of PC2 and OGTR compliance requirements.
4. Knowledge of Health, Safety, and Wellbeing issues associated with biological science.
5. Knowledge of laboratory management practices, financial processes, with demonstrated ability to purchase and monitor expenditure within agreed budget requirements.
6. Demonstrated ability to support the preparation and updating of laboratory procedures, quality control, and teaching techniques
7. Proven ability to work both independently and collaboratively within a team, contribute innovative approaches to task delivery, and adapt effectively to changing priorities.
8. Highly effective communication, interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation.
9. Demonstrated high level of organisational and time management skills, with the capacity to prioritise tasks and consistently meet strict deadlines.
10. Demonstrated high level of computer literacy, with proficiency in Microsoft Office applications with the capability and willingness to learn new software packages as required.

#### **Desirable**

1. Industry experience in the field of molecular biology and/or cellular biology.
2. Previous experience working within a tertiary or teaching/training environment.
3. Experience in maintenance of a laboratory space or facility to a high standard.

## Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Ability to work to a flexible hours agreement (Murdoch standard hours of work can include 6am starts and 8pm finishes as per current EBA conditions).
3. Ability to work occasionally outside of normal office hours when required.
4. Current Australian driver's License or WA DOT approved equivalent.

## General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## Guiding Principles and Values/Code of Ethics and Code of Conduct

### Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

### Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*